



THE CORPORATION OF THE TOWNSHIP OF HORTON COUNCIL MEETING – JANUARY 22nd, 2018 - 4:00 P.M.

The agenda provides start times for committee meeting. Please note that these times are approximate and serve as a guideline only. We respectfully request all attendees and committee members to be in attendance at least 15 minutes prior to the start time for your respective committee meeting.

1. **CALL TO ORDER**
2. **MEMBERS, STAFF AND THE PUBLIC REQUESTED TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **MINUTES FROM PREVIOUS MEETINGS**
 - 4.1 December 18th, 2018 – Regular Council Meeting **PG.4**
5. **BUSINESS ARISING FROM MINUTES**

6. 4:05 GENERAL GOVERNMENT <i>Finance & Admin., Health & Safety, Human Resources</i> Chair: G. Campbell Public Members: S. Humphries

- 6.1 **Business Arising**
- 6.2 **Finance & Administration**
Staff Reports
 - 6.2.1 2018 Capital Actual – Dec. 31, 2018 (Prior to Audit) **PG.9**
 - 6.2.2 2018 Council Remuneration and Expenses **PG.10**
 - 6.2.3 2018 Investment Summary **PG.12**
 - 6.2.4 2018 Building Fee Report **PG.13**
 - 6.2.5 Procedural By-Law Review **PG.16**
 - 6.2.6 2019 Township of Horton Corporate Policy Review A-01 – A-05 **PG.17**
 - 6.2.7 Integrity Commissioner Public Report on Complaint File 2018-01 **PG.39**
- 6.3 **Health & Safety**
 - 6.3.1 Inspection Report – Municipal Office **PG.47**
 - 6.3.2 Inspection Report – Public Works Garage – On Desk
 - 6.3.3 Inspection Report – Community Centre **PG.49**
- 6.4 **Human Resources**
- 6.5 **New Business**
- 6.6 **Outstanding Business**
 - 6.6.1 2019 Hoedown Proposal - Amended **PG.58**
- 6.7 **Correspondence**
- 6.8 **Mayor Bennett - Questions on Report - Recommendations**

7. 5:00 REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL <i>Reports may be provided orally or in written format</i>

- 7.1 Renfrew & Area Seniors Home Support (Until Jan. 24/19)→ D. Bennett
- 7.2 Community Policing Advisory Committee G. Campbell
- 7.3 Health Services Village D. Bennett
- 7.4 Chamber of Commerce D. Humphries
- 7.5 County Council D. Bennett

8. CONFERENCE REPORTS – None

9. 5:15 AD HOC COMMITTEE REPORTS / MINUTES / BUSINESS

Reports may be provided orally or in written format

- | | | |
|-----|---|--------------|
| 9.1 | <u>Economic Development Ad Hoc Committee</u> | D. Humphries |
| 9.2 | <u>Recreation Association Ad Hoc Committee</u> | D. Humphries |
| 9.3 | <u>Official Plan Review Ad Hoc Committee</u> | L. Cleroux |
| 9.4 | <u>Ad Hoc Budget Committee</u> | G. Campbell |
| | 9.4.1 - Minutes from Meeting January 7 th , 2019 | PG.70 |
| | - Minutes from Meeting January 16 th , 2019 | PG.72 |
| 9.5 | <u>Transportation/Environmental Services Ad Hoc Committee</u> | T. Webster |
| | 9.5.1 – Minutes from Meeting January 15 th , 2019 | PG.75 |
| 9.6 | <u>Ad Hoc Fire Committee</u> | L. Cleroux |
| 9.7 | <u>Ad Hoc Human Resources</u> | G. Campbell |
| 9.8 | Mayor Bennett - Questions on Report - Recommendations | |

10. CORRESPONDENCE SUMMARY

- | | | |
|------|-----------------------------------|--------------|
| 10.1 | <u>Information Correspondence</u> | |
| | 10.1.1 CAO/Clerk Information Memo | PG.77 |
| 10.2 | <u>Action Correspondence</u> | |

11. 5:30 SUPPER BREAK

12. 6:00 DELEGATIONS &/or PUBLIC MEETINGS

- | | | |
|------|--|--------------|
| 12.1 | Public Meeting – Zoning Amendments – Roleof Sein | PG.78 |
|------|--|--------------|

13. 6:00 PLANNING & DEVELOPMENT

Chair: L. Cleroux Public Members: B. Lockwood, J. Wilson

- | | | |
|------|---|---------------|
| 13.1 | Staff Reports | |
| | 13.1.1 Consent Application – B42/18(1) – B45/18(4)
Adrian Schouten – Pinnacle Road | PG.82 |
| | 13.1.2 Consent Application – B155/16(1) – B158/16(4)
Adrian Schouten – Goshen Road | PG.102 |
| | 13.1.3 Consent Application – B159/16 (1) – B162/16(4)
Adrian Schouten – Pastway Road | PG.115 |
| | 13.1.4 Consent Application – B163/16(1) – B167/16(5)
B168/16(1) – B172/16(5) – Adrian Schouten
– Thomson Road | PG.127 |
| | 13.1.5 Consent Application – B 86/18
Hansma/Shepherd | PG.141 |
| 13.2 | New Business | |
| 13.3 | Outstanding Business | |
| 13.4 | Correspondence | |
| 13.5 | Building Permit Report | |
| | 12.5.1 Building Report – December 2018 | PG.150 |
| 13.6 | Mayor Bennett - Questions on Report - Recommendations | |

14. OUTSTANDING COMMITTEE ISSUES

15. BY-LAWS

- | | | |
|------|---|---------------|
| 15.1 | 2019-09 – Zoning By-Law Amendment – Roleof Sein | PG.151 |
|------|---|---------------|

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING

16.1 Notice of Motion Filed by Councillor Cleroux

PG.153

17. COUNCIL MEMBERS CONCERNS

18. MOTION FOR RECONSIDERATION (debate on motion to reconsider only)

19. IN CAMERA (Closed) SESSION

20. NEXT MEETING

20.1 Next Council Meeting Date: February 5th, 2019

21. CONFIRMING BY-LAW 2019-10

PG.154

22. ADJOURNMENT

NOTE: <i>Submissions received from the public, either orally or in writing may become part of the public record.</i>
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THE CORPORATION OF THE TOWNSHIP OF HORTON

Regular Council MeetingDecember 18TH, 2018

There was a Regular Meeting of Council held in the Township of Horton Council Chambers on Tuesday December 18th, 2018. Present was Mayor David Bennett, Deputy Mayor Glen Campbell, Councillor Lane Cleroux, Councillor Tom Webster and Councillor Doug Humphries. Staff present was Hope Dillabough, CAO/Clerk, Jennifer Barr, Treasurer, and Nathalie Moore, Deputy Clerk/Treasurer - Recording Secretary.

1. CALL TO ORDER

Mayor Bennett called the Meeting to Order at 4:00 pm.

2. MAYOR BENNETT ASKED THE MEMBERS, STAFF AND PUBLIC TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES.**3. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of Pecuniary Interest.

The CAO/Clerk presented Mr. Rodney Eady with a Long Standing Service Award with congratulations on his 30 years of service with Horton Township.

4. MINUTES FROM PREVIOUS MEETINGS

4.1 November 20th, 2018 – Regular Council Meeting

4.2 December 3rd, 2018 – Inaugural Council Meeting

4.3 December 11th, 2018 – Special Council Meeting

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2018-300

Seconded by Councillor Webster

THAT Council approves the following Council Meeting Minutes:

- November 20th, 2018 Regular Council Meeting
- December 3rd, 2018 Inaugural Council Meeting
- December 11th, 2018 Special Council Meeting

Carried

5. BUSINESS ARISING FROM MINUTES - None**6. GENERAL GOVERNMENT COMMITTEE**

Deputy Mayor Campbell, Chair of the General Government Committee presented the following items for consideration and recommendation.

Public Advisory Member Susan Humphries was present.

6.1 Business Arising - None**6.2 Finance & Administration**6.2.1 Statement of Revenues and Expenditures

Treasurer Jennifer Barr reviewed the report for Council and pointed out that there is roughly 8% of the 2018 budget remaining.

6.2.2 Consolidated Statement of Financial Position

Treasurer Jennifer Barr explain to new Council that this was their opportunity to question any changes and/or fluctuations in the statement from month to month.

6.2.3 2018 Capital Forecast

Treasurer Jennifer Barr reviewed the 2018 Capital Forecast spreadsheet with Council; some discussion followed.

6.2.4 Dental Coverage

Deputy Clerk/Treasurer Ms. Moore reviewed the report for Council; discussion followed on the financial impact on the overall cost. Mrs. Barr is inquiring into the cost of 100% coverage for specific procedures, as requested by Council.

6.3 Health and Safety

RETURN TO AGENDA

6.3.1 Inspection Reports – Municipal Office

The Municipal Office Inspection Report was presented by Ms. Moore, she pointed out that the heaters in the office still have not been fixed.

6.3.2 Inspection Reports – Public Works Garage

The Public Works Garage Inspection Report was reviewed by Council.

6.4 Human Resources – None

6.5 New Business – None

6.6 Outstanding Business

6.7 Correspondence - None

6.8 Questions on Reports and Recommendations –Mayor Bennett

There were no additional questions on the reports.

Moved by Deputy Mayor Campbell

RESOLUTION NO. 2018-301

Seconded by Councillor Humphries

THAT Council receive the Statement of Revenue and Expenditures and the Consolidated Financial Statement dated December 13th, 2018

Carried

Moved by Councillor Webster

RESOLUTION NO. 2018-302

Seconded by Councillor Cleroux

THAT Council receive the Health and Safety Inspection Checklists completed for the Municipal Office.

Carried

7. REPORTS FROM COMMUNITY COMMITTEES & COUNTY COUNCIL

7.1 Renfrew & Area Seniors Home Support

Nothing to report.

7.2 Community Policing Advisory Committee

Mayor Bennett suggested that Deputy Mayor Campbell contact the members about interest in setting up a meeting.

7.3 Health Services Village

Mayor Bennett explained that new positions were being awarded, therefore, no new business was addressed.

7.4 Chamber of Commerce

Councillor Humphries attended his first meeting December 18th. This was the first meeting with the new term of members. He informed Council that the New Comer's night that was hosted was well attended.

7.5 County Council

Mayor Bennett reported that all new members were sworn in and Warden Jennifer Murphy was appointed again. Committees were assigned. Mayor Bennett distributed a listing for their information.

Moved by Councillor Webster

RESOLUTION NO. 2018-303

Seconded by Deputy Mayor Campbell

THAT Council receive the reports from Community Committees and County Council.

Carried

8. CONFERENCE REPORTS – None

9. AD HOC COMMITTEE REPORTS/MINUTES/BUSINESS

Mayor Bennet appointed Council Members to the following Ad Hoc Committees

9.1 Economic Development Ad Hoc Committee – D. Humphries

RETURN TO AGENDA

- 9.2 **Recreation Association Ad Hoc Committee** – D. Humphries
- 9.3 **Official Plan Review Ad Hoc Committee** – L. Cleroux
- 9.4 **Ad Hoc Budget Committee** – G. Campbell
 - 9.4.1 – Meeting schedule for January 7th at 4:00 p.m.
- 9.5 **Transportation/Env. Services Ad Hoc Committee** - T. Webster
- 9.6 **Ad Hoc Fire Committee** – L. Cleroux
- 9.7 **Ad Hoc Human Resources** – G. Campbell
- 9.8 **Questions on Reports and Recommendations – Mayor Bennett**
There were no additional questions on the reports.

10. CORRESPONDENCE SUMMARY

10.1 Information Correspondence

10.1.1 CAO/Clerk Information Memo

Mayor Bennett went around the table asking Council members for comments. Members briefly reviewed and discussed the information.

Moved by Councillor Cleroux

RESOLUTION NO. 2018-304

Seconded by Councillor Humphries

THAT Council accepts the Information Correspondence list as per the CAO/Clerk's Information Memo for December 18th, 2018.

Carried

10.2 Action Correspondence - None

11. SUPPER BREAK

12. DELEGATIONS &/or PUBLIC MEETINGS - None

13. PLANNING & DEVELOPMENT COMMITTEE

Public Advisory Members John Wilson and Bob Lockwood were absent.

13.1 Staff Reports – None

13.2 New Business – None

13.3 Outstanding Business – None

13.4 Correspondence – None

13.5 Building Permit Report – No report for November 2018

13.6 Questions on Reports and Recommendations – Mayor Bennett

There were no additional questions on the reports.

14. OUTSTANDING COMMITTEE ISSUES

14.1 2019 Hoedown Proposal

Recreation Public Advisory Committee member Tina Hunt reviewed her proposal for the 2019 festival. She, along with Community Liaison Officer, Shane Lambert requested to apply for a Grant that could potentially receive up to 50% of 2018 costs. The deadline for this particular grant is January 9, 2019. Ms. Hunt mentioned interest in seeking other grants of smaller denominations to contribute to the 2019 festival. It was determined that the Grant due January 9th will be awarded after March 31st. Councillor Webster inquired if they intend to move forward even if they were not successful in receiving funds. Ms. Hunt stated that they would explore other grants to assist in moving forward. July 19 & 20 weekend is the first choice of the committee for the 2019 event. Deputy Mayor commended the Committee on their work involved and effort put in, however, with his appointment as Chair of General Government, he also must be concerned about the Committee incurring debt, or if there is a plan of repayment should that be the case. Mayor Bennett expressed that the committee has

RETURN TO AGENDA

committed to repay the deficit from the previous event by fundraising. Councillor Cleroux suggested they try to contact organization that assists the local fair boards and perhaps piggy backing their booking schedules to assist with costs of entertainment. There was consensus to have Ms. Hunt bring back an amended proposal with more definitive information, so Council could make an informed decision.

14.2 Spring Hockey League Proposal

Ms. Hunt reviewed the proposal for Council. Mr. Lambert inquired what costs would be incurred to the Township. Treasurer, Jennifer Barr stated that before this could proceed it would need to be determined if the players would be covered with our insurance. CAO/Clerk, Hope Dillabough will speak with our broker to confirm. Mr. Lambert suggested that any additional insurance fees required, if any, be incorporated into the registration fees.

14.3 PA Day – Day Camp Proposal

Ms. Hunt reviewed the proposal for Council. Mr. Lambert suggested that the advertising for the event be distributed to all the local schools prior to the PA Day to promote it.

Moved by Councillor Humphries
Seconded by Councillor Webster

RESOLUTION NO. 2018-306

THAT Council agree to authorize the Community Liaison Officer Shane Lambert and Recreation Public Advisory Member Tina Hunt to apply for funding through Celebrate Ontario 2019 for the potential upcoming event known as the Horton Hoedown;

AND THAT a 2019 Horton Hoedown amended Business Plan must come forward during 2019 Budget deliberations for Council Consideration.

Carried

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2018-307

THAT Council accept the Business Plan for the 2019 Spring Hockey League Proposal as submitted by Tina Hunt;

AND THAT this will be dependent upon Insurance coverage through the Township of Horton.

Carried

Moved by Councillor Humphries
Seconded by Councillor Webster

RESOLUTION NO. 2018-308

THAT Council accept the Business Plan for the PA Day Day Camp Proposal as submitted by Tina Hunt.

Carried

15. BY-LAWS

15.1 2018-80 – Appoint Emergency Information Officer

Moved by Councillor Webster
Seconded by Deputy Mayor Campbell

RESOLUTION NO. 2018-305

THAT Council enact By-Law 2018-80 – Appoint Emergency Information Officer

Carried

16. NOTICE TO FILE MOTION FOR NEXT COUNCIL MEETING - None

17. COUNCIL MEMBERS CONCERNS - None

18. MOTION FOR RECONSIDERATION - None

19. IN CAMERA (CLOSED) SESSION

20. NEXT MEETING

20.1 Next Council Meeting will be held Tuesday January 8th, 2019 at 4:00 pm

RETURN TO AGENDA

21. CONFIRMING BY-LAW

Moved by Deputy Mayor Campbell
Seconded by Councillor Humphries

RESOLUTION NO. 2018-309

THAT Council enact By-Law 2018-81 – Confirming By-Law

Carried

22. ADJOURNMENT

Mayor Bennett declared the Meeting to be adjourned at 7:11 pm.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough

TOWNSHIP OF HORTON
2018 CAPITAL ACTUAL AT DEC 31 2018 (prior to audit)

Department	Item	Opening Unfinanced	Actuals	Financing							Estimated Closing Unfinanced
				Taxation	Fees/Charges/Donations	Dev. Chgs.	Federal Grants	Provincial Grants	Gas Tax	Reserves	
Gen. Gov't	Office Construction Loan - 2009	72,570.27		16,127.00	0.00	0.00		0.00		0.00	56,443.27
	Office Parking Lot		70,980.55	55,216.55		4,922.00				10,842.00	0.00
	Sub-Total	72,570.27	70,980.55	71,343.55	0.00	4,922.00		0.00	0.00	10,842.00	56,443.27
Fire											0.00
	Sub-Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Roads	Garden of Eden Rd	125,032.50		27,785.00							97,247.50
	Thomson Rd	200,000.00		50,000.00							150,000.00
	New Salt Shed		7,185.23	7,185.23							0.00
	Garden of Eden Rd		34,746.19						34,746.19		0.00
	Humphries Rd (CWFF) <i>WIP</i>		11,862.23	1,195.24		5,931.11	2,965.56			1,770.32	0.00
	Lime Kiln Rd (CWFF) <i>WIP</i>		18,501.29	641.96		9,250.65	4,625.32			3,983.36	0.00
	Johnston Rd (OCIF)		1,598,307.24	59,513.72				632,388.16	102,468.54	410,986.72	245,000.00
	Thompson Hill Engineering <i>WIP</i>		28,436.76			4,375.36				24,061.40	0.00
	Tandem		237,519.05							237,519.05	0.00
		Sub-Total	325,032.50	1,936,557.99	146,321.15	4,375.36	147,950.10	15,181.76	639,979.04	137,214.73	678,320.85
Environment											0.00
	Sub-Total	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0
Recreation	Change Rms Township Debt -2009	20,893.95		13,600.00							7,293.95
	Unfinanced from 2009 (Rink Roof)	27,541.08			8,392.88					19,148.20	0.00
	Hall Expansion	48,596.71			847.02					47,749.69	0.00
	Boat Launch - Land Improvements		9,858.49				9,858.49				0.00
	Community Hall - Stove		26,068.12					25,000.00		1,068.12	0.00
	Community Hall - Bar Renos <i>WIP</i>		2,136.91							2,136.91	0.00
	Sub-Total	97,031.74	38,063.52	13,600.00	9,239.90	0.00		25,000.00	0.00	70,102.92	7,293.95
TOTAL		494,634.51	2,045,602.06	231,264.70	13,615.26	152,872.10		664,979.04	137,214.73	759,265.77	555,984.72

Note - Summary of Funds from Sale of Gravel Pit

Net Proceeds	552,010.82
Thomson Road	(207,093.57)
Lime Kiln Road	(30,427.66)
Fraser Road	(143,446.15)
Johnston Road	(171,043.44)
Balance Remaining	-

Note - Summary of Funds from Sale of Beach

Net Proceeds	143,019.27
Estimate to clear debt	(66,897.89)
Balance Remaining	76,121.38

\$318.50 Charles Wages for time on project.

Unfinanced Projects	Debt	2018	Debt	2018	Debt	2018	Debt	2018
Municipal Office - Borrowed 2009	72,570.27	16,126.78	56,443.49					56,443.49
Garden of Eden Rd - Borrowed 2010	125,032.50	27,785.00	97,247.50					97,247.50
Thomson Rd - Borrowed 2016	200,000.00	50,000.00	150,000.00					150,000.00
Johnston Rd - Borrowed 2018			245,000.00					245,000.00
Change Rooms - 2009			0.00	20,893.95	13,600.00			7,293.95
Rink Roof - 2009			0.00	27,541.08	27,541.08			0.00
Community Hall Expansion			0.00	48,596.71	48,596.71			0.00
Total Construction Loans	397,602.77	93,911.78	548,690.99	97,031.74	89,737.79	0.00		555,984.94

Department	Debt Balance at Year Ending	Debt Dec. 31, 2010	Debt Dec. 31, 2011	Debt Dec. 31, 2012	Debt Dec. 31, 2013	Debt Dec. 31, 2014	Debt Dec. 31, 2015	Forecasted Debt Dec. 31, 2016	Forecasted Debt Dec. 31, 2017	Forecasted Debt Dec. 31, 2018	Forecasted Debt Dec. 31, 2019	Forecasted Debt Dec. 31, 2020	Forecasted Debt Dec. 31, 2021	Forecasted Debt Dec. 31, 2022	Forecasted Debt Dec. 31, 2023
Gen. Gov't	Municipal Office	201,482	186,932	166,159	137,078	120,951	104,824	88,697	72,570	56,443	40,316	24,189	8,062		
Roads	Garden of Eden Rd	443,416	277,850	250,065	236,173	208,388	180,603	152,818	125,033	97,248	69,463	41,678	13,893		
	Thomson Rd							250,000	200,000	150,000	100,000	50,000			
	Johnston Rd									245,000	220,500	196,000	171,500	147,000	122,500
Recreation	Change Rooms	136,250	124,450	110,850	75,294	61,694	48,094	34,494	20,894	7,294					
	Rink Roof	100,690	91,228	81,253	62,097	53,712	41,472	34,680	25,500						
	Hall Expansion				59,164	102,594	88,900	79,035	61,000						
TOTAL		881,838	680,460	608,327	569,806	547,339	463,893	639,724	504,997	555,985	430,279	311,867	193,455	147,000	122,500

Rink Roof	Recreation Fundraising Committee	100,000.00	
	Less: Forecasted Raised at end 2018	-80,662.92	
	Fundraising Remaining	19,337.08	Paid from sale of beach.
Comm Hall	Recreation Fundraising Committee	126,519.69	
	Less: Forecasted Raised at end 2018	-78,710.00	
	Fundraising Remaining	47,809.69	Paid from sale of beach.

Tax Burden Opened Up	
In 2022	47,457
In 2023	93,912



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2018 Council Remuneration and Expenses	Date:	January 16, 2019
	Council/Committee:	General Government Committee
	Author:	Jennifer M. Barr
	Department:	Finance

RECOMMENDATIONS:

THAT Council accepts the Treasurer's Statement of Council Remuneration and Expenses for the year ending December 31, 2018 as presented.

BACKGROUND:

The Municipal Act 2001, c. 25 Section 284 requires that Council adopt a statement of Council remuneration and expenses by March 31 each year for the previous year. The statement is attached as Appendix "A".

ALTERNATIVES:

None

FINANCIAL IMPLICATIONS:

None

CONSULTATIONS:

None.

Author:


signature

Other:

signature

Treasurer:


signature

C.A.O.:


signature

Appendix "A"

Township of Horton
Treasurer's Statement of Council Remuneration and Expenses
For the Year 2018

(costs are net of GST/HST rebate)

<u>Members of Council</u>	<u>Remuneration</u>	<u>Benefits</u>	<u>Conference Expenses</u>	<u>Travel Expense</u>	<u>Total</u>
KINGSBURY, Robert - Mayor	20,617.90	891.28	1,776.54		23,285.72
BENNETT, Dave - Councillor/Mayor	11,970.39	5,572.94			17,543.33
JOHNSTON, Robert - Deputy Mayor	14,393.73	816.62			15,210.35
CAMPBELL, Glen - Councillor/D Mayor	15,731.20	1,287.99			17,019.19
LARONE, Jamey - Councillor	15,118.87	1,213.84	712.37		17,045.08
CLEROUX, Lane - Councillor	1,409.98	112.10			1,522.08
HUMPHRIES, Douglas - Councillor	1,409.98	112.10			1,522.08
WEBSTER, Tom - Councillor	1,409.98	112.10			1,522.08
	<u>82,062.03</u>	<u>10,118.97</u>	<u>2,488.91</u>	<u>0.00</u>	<u>94,669.91</u>

This statement is in accordance with the Municipal Act 2001, S.O. 2001, c. 25 Section 284 and Township By-Law 2014-45 plus annual COLA adjustments and By-Law 2018-53.

Township of Horton
Investment Summary for the year ending December 31, 2018

Institution	Investment No.	Purchase Date	Yield	Matures	Initial Investment Value
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Investments Forwarded from
Previous Year

GIC/Term Deposit Holdings	TD	8018476-19	10/17/2017	1.46%	2/14/2018	\$ 300,000.00
GIC/Term Deposit Holdings	TD	8018476-20	11/20/2017	1.35%	2/20/2018	\$ 200,000.00
GIC/Term Deposit Holdings	TD	8018476-17	11/24/2017	1.25%	2/22/2018	\$ 300,591.78
GIC/Term Deposit Holdings	TD	8018476/21	12/6/2017	1.35%	3/6/2018	\$ 200,000.00
Guaranteed Investment Certificate	TD	8018476-03	1/17/2017	1.35%	1/17/2020	\$ 3,728.10

2018 Purchases

GIC/Term Deposit Holdings	TD	8018476-22	2/14/2018	1.55%	6/14/2018	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-23	2/20/2018	1.48%	5/22/2018	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-17	2/22/2018	1.55%	6/14/2018	\$ 300,591.78
GIC/Term Deposit Holdings	TD	8018476-24	2/26/2018	1.55%	6/26/2018	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-25	2/28/2018	1.48%	5/29/2018	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-25	5/29/2018	1.35%	6/28/2018	\$ 501,824.66
GIC/Term Deposit Holdings	TD	8018476-26	6/14/2018	1.57%	9/12/2018	\$ 600,000.00
GIC/Term Deposit Holdings	TD	8018476-25	6/28/2018	1.57%	9/26/2018	\$ 502,381.48
GIC/Term Deposit Holdings	TD	8018476-27	9/12/2018	1.56%	11/13/2018	\$ 500,000.00
GIC/Term Deposit Holdings	TD	8018476-25	9/26/2018	1.68%	11/26/2018	\$ 504,326.32
GIC/Term Deposit Holdings	TD	8018476-25	11/26/2018	1.55%	12/28/2018	\$ 505,742.30
GIC/Term Deposit Holdings	TD	8018476-28	12/12/2018	1.81%	1/31/2019	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-29	12/20/2018	1.81%	1/31/2019	\$ 300,000.00
GIC/Term Deposit Holdings	TD	8018476-30	12/28/2018	1.75%	2/26/2019	\$ 400,000.00

Balance of Investment as at
December 31, 2018

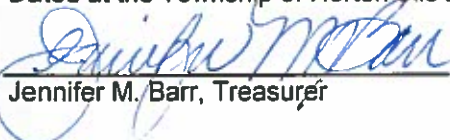
GIC/Term Deposit Holdings	TD	8018476-28	12/12/2018	1.81%	1/31/2019	\$ 250,000.00
GIC/Term Deposit Holdings	TD	8018476-28	12/20/2018	1.81%	1/31/2019	\$ 300,000.00
GIC/Term Deposit Holdings	TD	8018476-30	12/28/2018	1.75%	2/26/2019	\$ 400,000.00
Guaranteed Investment Certificate	TD	8018476-03	1/17/2017	1.35%	1/17/2020	\$ 3,728.10

Note, only this section is totalled, the other 2 are just listings.

Treasurer's Declaration

I, Jennifer M. Barr, Treasurer for the Township of Horton hereby declare that all investments for the year 2018 were consistent with the Township policy J-11 and in accordance with the Municipal Act.

Dated at the Township of Horton this 28th day of December, 2018.


 Jennifer M. Barr, Treasurer

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: 2018 Building Fee Report	Date:	January 15, 2019
	Council/Committee:	General Government Committee
	Author:	Jennifer M. Barr
	Department:	Finance

RECOMMENDATIONS:

THAT Council accepts the Building Fee Report for the year ending December 31, 2018 as presented.

BACKGROUND:

The Building Code Act, Chapter 23 requires that Council adopt a statement of fees annually. 2018 Building Fee Report is attached as Appendix "A".

ALTERNATIVES:




None

FINANCIAL IMPLICATIONS:

Council may wish to consider reviewing the administration costs for the Building Inspector during annual budget deliberations.

CONSULTATIONS:

None.

Author:  **signature** **Other:** _____ **signature**
Treasurer:  **signature** **C.A.O.:**  **signature**

Township of Horton
Building Fee Report
for the Year 2018

(in accordance with Chapter 23 of the Building Code Act, S.O. 1992)

<u>YEAR</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<u>REVENUES</u>						
Building Permit Fees	45,576.00	39,991.00	48,625.30	62,074.00	67,332.70	56,831.00
Septic Permit Fees	9,060.00	7,460.00	13,200.00	12,500.00	10,300.00	9,500.00
Other Fees	2,700.00	5,900.00	2,500.00	6,050.00	6,900.00	7,000.00
Transfer from Reserves	13,465.69	14,307.62	991.51		1,500.00	
Total Revenues	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70	73,331.00
<u>EXPENDITURES</u>						
Wages & Benefits	67,155.96	63,017.48	64,828.02	69,198.82	70,124.55	38,913.43
Mileage/Conference etc.	274.78	658.83	35.67	233.56	88.19	11,322.81
Office Supplies etc.	545.95	1,127.31	453.12	1,316.77	1,447.15	416.66
Building maintenance	2,825.00	2,855.00				
Transfer to Reserves				9,874.85	14,372.81	22,678.10
Total Expenditures	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70	73,331.00
Surplus/Deficit	0.00	0.00	0.00	0.00	0.00	0.00

TOWNSHIP OF HORTON

Moved by

Seconded by:

D. Bennett G. Campbell L. Cleroux

D. Bennett G. Campbell L. Cleroux

D. Humphries T. Webster

D. Humphries T. Webster

THAT Council accepts the Building Fee Report for the year ending December 31, 201 as presented.

Township of Horton
Building Fee Report
for the Year 2018

(in accordance with Chapter 23 of the Building Code Act, S.O. 1992)

<u>YEAR</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<u>REVENUES</u>						
Building Permit Fees	45,576.00	39,991.00	48,625.30	62,074.00	67,332.70	56,831.00
Septic Permit Fees	9,060.00	7,460.00	13,200.00	12,500.00	10,300.00	9,500.00
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Building maintenance	2,825.00	2,855.00				
Transfer to Reserves				9,874.85	14,372.81	22,678.10
Total Expenditures	70,801.69	67,658.62	65,316.81	80,624.00	86,032.70	73,331.00
Surplus/Deficit	0.00	0.00	0.00	0.00	0.00	0.00

Carried: _____ Defeated: _____ Withdrawn: _____

Declaration of Interest: _____ Recorded Vote: _____

Abstain	Yea	Voting	Nay
		D. Bennett	
		G. Campbell	
		L. Cleroux	
		D. Humphries	
		T. Webster	

Mayor: _____

Date: January 22nd, 2019

Motion #: 2019-

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Procedural By-Law Review	Date: January 22, 2019
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

That Council schedule a Special Council Meeting _____, 2019 for the purpose of reviewing and discussing the Procedural By-law;

AND THAT this meeting provides the CAO/Clerk with clear direction from Council, as a whole, on moving forward with By-Law review.

BACKGROUND:


The CAO/Clerk met with new Council, prior to the Inaugural Meeting, to discuss the Procedural By-law and the prospective changes that individual members would like to see. There were plenty of suggestions brought forward, however there was no clear direction or agreement as to what Council, as a whole, would like to see.

There has been a deadline discussed as to when the CAO/Clerk should be providing a new Procedural By-law, however prior to that happening, I require a clear direction and consensus of Council.

ALTERNATIVES: Remain status quo

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS:

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Township of Horton COUNCIL / COMMITTEE REPORT

Title: 2019 Township of Horton Corporate Policy Review	Date:	January 22, 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government

RECOMMENDATIONS:

THAT Council accept Corporate Policies A-01 through A-05 as reviewed and updated by Staff;
 AND FURTHER THAT once a comprehensive review of Section A of the Corporate Policies is deemed complete, it be brought forward by By-Law to be adopted into the Township of Horton's Corporate Policies.

BACKGROUND:

The majority of the Township's Corporate Policies have not been reviewed since 2012. To keep current with Provincial and Federal legislation, a comprehensive review must be undertaken on all Horton Township Corporate Policies. Staff is currently in the process of reviewing the policies and will be bringing them forward in sections (likely 5-7 at a time) for the purpose of allowing Council to review and accept. Once an entire section is accepted, it will be brought forward by by-law to adopt an entire section into the Corporate Policies. There are thirteen (13) sections in total to be fully reviewed and adopted.

Attached in this report:

- Policy A-01 – Employee Definitions
- Policy A-02 – Protection of Personal Employee Information
- Policy A-03 – Recruitment
- Policy A-04 – Ontario Human Rights Code Violation
- Policy A-05 – Employee Confidentiality Statement

Highlighted areas are additions to the policies. A strike-out represents removal.


ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: Jennifer Barr, Treasurer and the County of Renfrew's Corporate Policies

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature

RETURN TO AGENDA

POLICY STATEMENT:

The Township of Horton ensures that all employees are properly identified and compensated fairly with reference to their specific duties, responsibilities, and according to Provincial and Federal legislation. The Corporation of the Township of Horton hereby adopts the following employee definitions.

DEFINITIONS:

The Township or Township

The terms ‘the Township’ or ‘Township’ are defined as pertaining to ‘The Corporation of the Township of Horton’ as it relates to all definitions describing the employees below. All Policy statements refer to ‘the Township of Horton’. In procedure statements, the terms ‘the Township’ or ‘Township’ refer to, and may be used interchangeably with, ‘The Township of Horton.’

Officer

An officer is defined as, and applies to and includes, all employees designated by the following titles: CAO/Clerk, ~~Treasurer/Finance Manager~~, ~~Municipal Infrastructure Manager~~, ~~Public Works Manager~~, Fire Chief, and Chief Building Official. The terms ‘officer’ and ‘Department Head’ also means Manager.

Full-time Employee

A full-time employee is defined as, and applies to, any employee who has been appointed to a full-time permanent position as provided for in the Departmental staff complement. Full-time Employee also includes Permanent Full-time Employees working a minimum of 1456 hours per year.

Permanent Part-time Employee

A permanent part-time employee is defined as, and applies to, any employee annually employed for less than 1500 1456 hours throughout the year and whose hours of work is the same as the standard work week as the appropriate or comparable full-time classification, AND/OR an employee whose hours of work include training and response to emergency situations.

RETURN TO AGENDA

Classes of employees who qualify as Permanent Part-time Employee include members of the Fire Department, Road Employees on 6-month work duty and who is automatically recalled year after year, and the Landfill Site Attendants.

Part-time Employee

A part-time employee is defined as, and applies to, any employee employed to work for a short term and/or whose hours of work are consistently less than the standard workweek for the appropriate or comparable full-time classification.

Contract Employee

A contract employee is defined as an employee with whom the Township enters into a contract of service for a specified term, and with specific terms of employment on a project basis.

Casual Employee

A casual employee is defined as an employee who has no preset scheduled hours of work and is called in on an “as needed” basis.

Student Employees

Students are defined as those attending school on a regular full-time basis and who are generally employed on weekends, evenings, and during school holidays.

Volunteer Employees

Volunteers are defined as those who offer their services of their own free will, without monetary reimbursement.

POLICY STATEMENT:

The Township of Horton adheres to the *Municipal Freedom of Information and Protection of Privacy Act* in the collection, use, disclosure, and disposal of personal employee information.

PROCEDURE:

1. Personal employee information includes any recorded information:
 - (a) relating to an employee's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, political beliefs, or associations;
 - (b) relating to an employee's education or medical, psychiatric, psychological, criminal, or employment history;
 - (c) describing an employee's finances, income, assets, liabilities, net worth, bank balances, financial history or credit worthiness, or financial transactions in which the employee has been involved;
 - (d) identifying numbers assigned to the employee, e.g. social insurance number;
 - (e) identifying the personal address, telephone number, fingerprints, or blood type of the employee;
 - (f) identifying the employee's personal opinions or views, except if they relate to another employee in which case they are the latter employee's personal information;
 - (g) illustrating the views or opinions of another individual about the employee, e.g. personal recommendations, evaluations, or character references; or
 - (h) identifying eligibility for social service or welfare benefits or information relating to the determination of benefit levels.

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2. The *Act* limits the rights of institutions to collect and hold personal information about individuals. The general rules are as follows:
 - (a) that individuals must consent to the specific use of personal information about them; and
 - (b) that personal information is collected directly from the individual to whom the information relates unless, among other exceptions, he/she authorizes an indirect method of collection e.g. in conducting a reference check on a job applicant, the applicant's written authorization is first obtained, and the authorization specifies who can be contacted for a reference.
3. Every employee has the right to access his/her own personal information e.g. an employee can access, with sufficient notice, all personal documentation in his/her employee file(s). The only exceptions are the following:
 - (a) evaluative information collected in a reference check if the disclosure reveals the identity of the information source, and the source expected that his/her identity would be held in confidence (this information is retained on the competition file rather than in the employee file); and
 - (b) information that would disclose personal information about another party.
4. An employee can request correction of his/her personal information if there is an error or omission or, alternatively, he/she may require that a statement of disagreement is attached.
5. No document is removed from an employee's file or photocopied without the approval of the Department Head.
6. Employees have access to other employees' personal information only on a need-to-know basis necessary to the performance of their duties.
7. Other individuals/organizations have access to employees' personal information only under the following circumstances:

RETURN TO AGENDA

- (a) if the employee has given consent;
 - (b) if the information is required for the purpose for which it was obtained;
 - (c) if legislated e.g. reporting of employee accidents to the Workplace Safety and Insurance Board or to a law enforcement agency;
 - (d) in compelling circumstances under which a delay in obtaining information may be injurious to an individual's health and safety; and
 - (e) in compassionate circumstances in order to facilitate contact with next-of-kin or a friend of an individual who is injured, ill, or deceased.
8. If an organization contacts the Township for reference information on an employee or former employee of the Township, the information is only disclosed if the organization has the written authorization of the employee.
9. Reasonable measures are implemented to prevent unauthorized access to employee records, to ensure that those individuals who need a record for the performance of their duties have access, and that records are protected from inadvertent destruction and/or damage.

POLICY STATEMENT:

The Township of Horton adopts the following procedures for recruitment to facilitate consistent and fair hiring practices.

PROCEDURE:

1. The Township's recruitment policy includes the following:
 - (a) interview expenses;
 - (b) hiring of relatives;
 - (c) re-employment of ex-employees;
 - (d) reference checks;
 - (e) criminal record checks
 - (f) Ministry of Transportation of Ontario *Driver's Abstract* for Public Works Department prospective employees;
 - (g) medical certification; and
 - (h) moving expenses.

2. The following apply to interview expenses:
 - (a) applicants selected for interviewing purposes may, at the discretion of the Recruitment Committee, be reimbursed for out-of-pocket expenses incurred to attend the interview;
 - (b) such reimbursement is limited to 50% of travel expenses at the most economical and practical means of transportation, to a maximum reimbursement of \$1,000.00; and
 - (c) consideration for entitlement is further limited to managerial and professional classification candidates.

3. The following apply to the hiring of relatives (all categories of employees):
 - (a) the Township will avoid any practice that may give rise to conflicts or difficulties for Supervisors, co-workers, and subordinates when recruiting, maintaining order, maintaining discipline, and terminating employees when an employee is aware that the Supervisor, co-worker, or subordinate is a relative of another employee;

RETURN TO AGENDA

- (b) for the purpose of this policy, a ‘relative’ is defined as a spouse, child, or parent of an employee; this includes step-relationships and in-law-relationships as they pertain to the above definition;
 - (c) no recruitment of an individual will take place in a Department in which a relative of that person is a supervisor of, or may be supervised by the applicant, without prior approval of CAO/Clerk.
 - (d) recruitment of a relative, other than a supervisor/subordinate relationship, is permissible provided that the Department Head can establish the following:
 - (i) that standard competition procedures were not circumvented;
 - (ii) that the applicant is the most qualified;
 - (iii) that no undue influence was exerted on the recruiting Supervisor; and
 - (iv) that no potential conflicts or difficulties appear to exist.
4. The following apply to the re-employment of ex-full-time employees:
- Approval from the **Ad Hoc** Human Resources Committee and the CAO/Clerk must occur prior to any commitment of employment to an ex-full-time or ex-part-time employee.
5. The following apply to employment in the Public Works Department:
- (a) all prospective employees are required to obtain a *Ministry of Transportation of Ontario Driver’s Abstract*;
 - (b) any costs associated with obtaining a *Driver’s Abstract* are the sole responsibility of the prospective employee;
 - (c) all employees of the Public Works Department must hold a valid Ontario Driver’s License in the class/classes required for the responsibilities of their position; and
 - (d) any costs associated with obtaining or renewing an employee’s Driver’s License are the sole responsibility of the employee.
6. The following apply to reference checks:
- (a) reference checks are conducted to obtain additional or substantiating information concerning an applicant;

- (b) personal and professional reference checks are undertaken on all prospective employees by the CAO/Clerk Department or designate prior to any offer of employment (verbal or written); and
 - (c) a reference check is not conducted without first obtaining the written authorization of the applicant.
7. The following apply to criminal record checks for prospective employees:
- (a) All prospective employees are required to obtain and provide a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence (see policy A-07 for more information);
 - (b) any costs associated with obtaining a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence (see policy A-07 for more information) are the sole responsibility of the prospective employee; and
 - (c) the written offer of employment is conditional upon successful completion of a criminal record check/police record check from the police force responsible for the jurisdiction of their current place of residence (see policy A-07 for more information)
8. The following apply to medical certification for prospective employees:
- (a) following the verbal offer of employment, but as a condition of the written offer of employment, each prospective employee must do the following:
 - (i) certify that, in his/her view, he/she is physically able to perform the essential duties of the position; and
 - (ii) provide certification from a legally licensed physician that the prospective employee is physically able to perform the essential duties of the position (APPENDIX A);
 - (b) the medical certificate is forwarded to the prospective employee with a description of the physical requirements of the position;
 - (c) the attached certificate is completed by a legally licensed physician of the prospective employee's choice; it is then returned to the CAO/Clerk's Department prior to the reporting date;

- (d) if the Supervisor requires the prospective employee's services before a doctor's appointment can be made, it is permissible to submit the certificate within thirty (30) days of the reporting date; and
 - (e) any expenses incurred in complying with these requirements are the sole responsibility of the prospective employee.
- 9. A summer student shall be employed for one summer season only to permit other students the opportunity to work for the municipality in subsequent years. The exception to this policy is a student can be employed for a second year if the Department Head has determined that all other applicants in the following year did not meet the position requirements.

APPENDIX A:

[Medical Form](#)

RETURN TO AGENDA

POLICY STATEMENT:

The Township of Horton recognizes the right of every employee to work in an environment that is free from discrimination and harassment, by the employer, agent of the employer, another employee, or any other person with whom he/she comes into contact in the normal performance of his/her duties. Any such discrimination or harassment will be regarded as a serious offence and is subject to disciplinary action.

PURPOSE:

As part of the Corporation of the Township of Horton's continuing efforts towards providing a work environment that is free from harassment and in compliance with the law, this policy shall be applied and distributed to all current and future employees.

This document defines the rights and responsibilities with respect to harassment and discrimination in the workplace. It also defines the procedures to be followed when a complaint of harassment or discrimination is made.

The purpose of the policy is to:

- Educate workers in the recognition and prevention of illegal workplace harassment or discrimination and to provide an effective means of eliminating such harassment or discrimination from the workplace.
- Ensure that individuals are aware of and understand that acts of workplace harassment or discrimination are considered a serious offence for which necessary action will be imposed.
- Ensure that those subjected to acts of workplace harassment or discrimination are encouraged to access any assistance they may require in order to pursue a complaint
- Ensure that individuals are advised of available recourse if they are subjected to, or become aware of, situations involving workplace harassment or discrimination

APPLICATION:

This policy applies to the conduct of all individuals in the work place including councillors, employees, clients, contractors, volunteers, students, visitors and others.

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For purposes of this policy, the workplace includes all locations or situations in which activities related to the Corporation of the Township of Horton's business are carried out, including but not limited to:

- Activities in the workplace
- Work assignments outside of the workplace
- Work-related social functions
- Work-related conferences and training
- Work-related travel

DEFINITIONS:

Harassment on the Prohibited Grounds

Harassment is defined by the *Ontario Human Rights Code* as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, on the following prohibited grounds, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, family status or disability. This may include any behaviour that is known or ought reasonably to be known to be offensive, embarrassing or humiliating to other individuals and may further include visual representation, electronic messages, written messages, verbal and/or physical conduct.

Sexual Harassment

Sexual harassment may be experienced by men or women. Sexual harassment includes, but is not limited to, the following:

- any deliberate and unsolicited sexual comment, suggestion or physical contact that creates an uncomfortable working environment for the recipient and is made by a person who knows or ought reasonably to know that such action is unwelcome;
- a sexual advance or solicitation made by a person where the person making the advance or solicitation knows or ought reasonably to know that it is unwelcome;

RETURN TO AGENDA

- a reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person;
- unwelcome remarks, jokes, sexual innuendoes, or taunting about a person's body, attire, sex, personal or social life;
- practical jokes of a sexual nature, which cause awkwardness or embarrassment;
- displaying and/or distributing pornographic pictures or other offensive material of a sexual nature, either through printed copy or personal computer;
- leering (suggestive staring) or other gestures;
- unnecessary physical contact such as touching, patting or pinching;
- expressions of gender bias, which may include remarks that are discriminatory, degrading or derogatory and create a poisoned work environment;
- requests for sexual favours; and
- sexual assault.

Poisoned Work Environment

Harassment may also include behaviours, conduct, comments or activities, based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability which are not directed at a specific individual, but nonetheless generate a degrading or offensive work environment for others. Some examples include: displaying of material that is sexually explicit or degrading, racist, ethnic or religious in a degrading or derogatory manner; use of patronizing behaviour or language which reinforces stereotypes and undermines self-respect or adversely affects work performance or work conditions.

Harassment does not include:

- appropriate direction, evaluation, or discipline by a manager or supervisor;
- stress associated with the performance of job duties;
- friendly teasing or bantering that is mutually acceptable; and
- friendly or romantic behaviour that is welcome and mutual.

Responsibilities:

All individuals in the Corporation of the Township of Horton workplace are responsible for:

Reporting harassment or discrimination through the means of their choice that is, in person, by telephone or through another individual to a manager or supervisor, in order to enable the Corporation of the Township of Horton to take appropriate action.

The Corporation of the Township of Horton

- Reviewing the policy and procedures on an annual basis to ensure that they are relevant and compliant with the needs of the Corporation of the Township of Horton
- Providing information on the policy to all affected persons
- Investigating reported incidents of workplace harassment in an objective and timely manner
- Taking necessary action to respond to those incidents

Supervisors and Managers are responsible for:

- Respecting the rights of all employees of the Corporation of the Township of Horton and any affected parties
- Understanding and complying with this policy and ensuring that it is in force within the Corporation of the Township of Horton
- Developing any necessary workplace arrangements that minimizes the risk of workplace harassment or discrimination
- Communicating this policy to all affected persons
- Taking action to prevent harassment or discrimination from occurring including but not limited to identifying and putting a stop to inappropriate behaviour as

RETURN TO AGENDA

defined by this policy and demonstrating a willingness to discuss and address concerns with workers

- Ensuring that workers understand who to contact regarding concerns about the policy or when reporting an incident
- Immediately reporting any violation of this policy or complaint of harassment or discrimination.
- Treating as confidential, all information regarding incidents of harassment or discrimination, mediation, or investigation of complaints

Workers are responsible for:

- Complying with this policy and respecting the rights of all workers, contractors, clients and program participants
- Immediately reporting any violations of this policy to their immediate manager/supervisor
- Treating as confidential, all information regarding incidents of harassment or discrimination, mediation or investigation of complaints
- Co-operating during investigations of harassment or discrimination complaints

PROCEDURES

1. The following apply to employees' responsibilities:
 - (a) any employee who believes he/she is the victim of discrimination or harassment will:
 - (i) Step 1
politely but firmly inform the offender that his/her conduct is offensive, against corporate policy, and must stop;
 - (ii) Step 2
record dates, times, the nature of the unwelcome behaviour, names of any witnesses, and the steps taken to stop the problem;
 - (iii) Step 3
if the offending behaviour continues, report it in writing to a Supervisor/Department Head, who will acknowledge that a complaint has been received; and meet with the employee to determine scope and next steps.

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- (iv) Step 4
if no action is taken or the problem is not resolved within a reasonable timeframe [see 2(b)], report the problem to the CAO/Clerk (or designate);
 - (b) employees must be aware that when a complaint is lodged, the CAO/Clerk (or designate) conducts an investigation that includes interviews with the complainant, the alleged offender, and any witnesses; and that, depending on the outcome of the investigation, the action may result in disciplinary penalties up to and including discharge, and/or action through the Courts; and
 - (c) any complaint made with a malicious intent or in bad faith is regarded as a serious offence and subject to disciplinary action.
2. The following apply to Supervisors'/Department Heads' responsibilities:
- (a) Supervisors/Department Heads are responsible for dealing with any incidents of discrimination or harassment in their area of responsibility that they become aware of, even if an employee has not lodged a formal complaint;
 - (b) when a complaint has been submitted in writing, Supervisors/Department Heads shall immediately acknowledge that a complaint has been received, advise the CAO/Clerk or designate, and, within two (2) working days of receipt of a complaint, commence appropriate action, using the utmost discretion to maintain confidentiality and to respect the rights and dignity of all parties involved. This action includes:
 - (i) Step 1
documenting the case;
 - (ii) Step 2
interviewing the complainant to obtain all pertinent facts, to ascertain that the complainant has followed procedure 1(a) 1(a)(i), and to determine if the complainant wants a representative;
 - (iii) Step 3
interviewing and informing the alleged offender of the complaint; ensuring that he/she is aware of the contents of this policy

- including the procedure regarding reprisal/threat of reprisal (Procedure 4(d));
- (iv) Step 4 identifying and utilizing all avenues of immediate resolution or possible resolution;
 - (v) Step 5 interviewing witnesses, if any; and
 - (vi) Step 6 in consultation with the CAO/Clerk (or designate), recommending any disciplinary action to be taken.
3. Should a complaint be directed to the position of CAO/Clerk the procedure is as follows:
- You shall present your complaint in an oral and written presentation to the Mayor. The Mayor will investigate the complaint and then present it to the Human Resources Committee and Council as appropriate.
4. The following apply to disciplinary measures:
- (a) where the investigation concludes that harassment or discriminatory conduct contrary to this policy and/or the *Ontario Human Rights Code* has occurred, the Employer may implement appropriate discipline up to and including discharge from employment in accordance with the Employer's disciplinary policy;
 - (b) the Employer may take whatever remedial action is necessary in order to eliminate the possibility of discriminatory or harassing conduct reoccurring which may include attendance at education or training sessions;
 - (c) other remedial measures appropriate to the circumstances; and,
 - (d) any reprisal or threat of reprisal against an employee making a complaint or participating in the investigation of a complaint is regarded as a serious offence, subject to disciplinary action, and may result in a reprimand, suspension, or dismissal.

DISABILITY AND ACCOMMODATION:

The recognition of the right of every employee to work in an environment that is free from discrimination includes, among other requirements, the obligation to ensure that employees with disabilities are entitled to the same opportunities and benefits as employees without disabilities.

Definition of disability:

“Disability” is defined in the Ontario Human Rights Code, as a broad range and degree of conditions, some visible and others not. A disability may have been present from birth, caused by an accident, or developed over time. It includes physical, mental, and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, as well as other conditions.

Under the Ontario Human Rights Code, protection from discrimination because of disability includes past, present and perceived conditions.

Accommodation:

The Township of Horton is committed to a consistent, fair approach to meeting the needs of its employees with disabilities, to restoring them to work where necessary, and to generally meeting its employers’ responsibility under the Ontario Human Rights Code regarding accommodation.

To that end, the Township of Horton recognizes that accommodating employees with disabilities is a process based on individualization in which the employee’s specific needs must be taken into account.

In the process of accommodation, employees with disabilities are also expected under this Policy, and the Ontario Human Rights Code, to cooperate fully in facilitating their return to work and/or their accommodation. An employee with a disability who has obtained medical clearance from his/her treating physician to return to work will provide the Employer with this verification, including detailed

information regarding any restrictions. The employee will further advise his/her supervisor/department head of his/her desire to return to work.

Where the Employer requires the employee with a disability to obtain an independent medical assessment following the submission of a medical clearance from his/her treating physician to return to work, the Employer will make every effort to temporarily accommodate the employee until further medical information is obtained.

The Township of Horton acknowledges that its obligation under the Ontario Human Rights Code is to consider all reasonable accommodation measures before determining that an employee with a disability is incapable of performing the essential duties or requirements of a position or service.

POLICY STATEMENT:

All new Township of Horton employees must sign an ‘Employee Confidentiality Statement’ (pursuant to Section 47(c) of the *Municipal Freedom of Information and Protection of Privacy Act* and *Ontario Regulation 823*) as a condition of a written offer of employment to ensure the security and confidentiality of records and personal information under the control of the Township of Horton.

PROCEDURE:

1. A written offer of employment is conditional upon the completion of an ‘Employee Confidentiality Statement’ (Appendix A) by a new employee.
2. The ‘Employee Confidentiality Statement’ is signed, dated, witnessed, and placed in the individual’s personnel file with the CAO/Clerk.
3. A new employee’s refusal to sign an ‘Employee Confidentiality Statement’ after signing a written offer of employment voids and nullifies the written offer of employment.
4. Although not currently required, employees hired before the implementation of this policy are encouraged to sign an ‘Employee Confidentiality Statement.’

APPENDIX A:

[Employee Confidentiality Statement](#)

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Integrity Commissioner Public Report on Complaint File 2018-01	Date: January 22, 2019
	Council/Committee: Council
	Author: Hope Dillabough, CAO/Clerk
	Department: General Government

RECOMMENDATIONS:

No Recommendation. For information only.

BACKGROUND:

See attached Report on Complaint as provided by the Integrity Commissioner Guy Giorno (appointed for 2017-2018 years)

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: N/A

Author: 
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O.: 
signature

Township of Horton Integrity Commissioner File 2018-01

REPORT ON COMPLAINT

The Complaint

The Township's Treasurer, Jennifer Barr, alleges that during the recent election campaign Councillor David Bennett (now Mayor Bennett) contravened the Code of Conduct, section 12 of By-law No. 2015-53, by making comments about the Treasurer.

For ease of reference, this report refers to Treasurer Barr as the **Complainant**, Councillor (now Mayor) Bennett as the **Respondent**, and section 12 of By-law No. 2015-53 as the **Code of Conduct** or **Code**.

The Complainant specifically alleges that the Respondent contravened paragraph 6 of the Code, which reads as follows:

Members of Council acknowledge that only Council of the whole has the capacity to direct staff and will refrain from using their position on Council to influence members of staff in their duties. Members of Council will refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

Summary

I find that the Respondent did not contravene the Code of Conduct.

This is a democracy. The Code of Conduct must be interpreted in a manner consistent with democratic rights: the right of politicians to express their views and the right of members of the public to hear those views.

This is particularly true during of communications made during an election campaign. I do not interpret By-law No. 2015-53 as giving the Integrity Commissioner the power to interfere with communications by candidates standing for election.

Background

The complaint was given to the CAO/Clerk on September 28, and forwarded to me the same day.

The complaint alleges that the Respondent said the following at an all-candidates meeting, September 24:

- Three staff members have too much control.

- The Treasurer did not allow purchases by the recreation committee – specifically a \$45 frying pan.
- The Treasurer did not fulfill a mandate to research the possibility of a recreation association.
- The Treasurer was involved in the decision on a particular land acquisition.

The Complainant also included a copy of the Respondent's election pamphlet, because the pamphlet mentions the Township staff.

This pamphlet mentions the staff only once. As context, I am reproducing the entire paragraph in which the mention occurs:

For the next 4 years, taxpayers are paying \$24,000.00 per year for Mayor, and \$17,000.00 per Councillor! This is an \$8000.00 increase from the previous Councils. Some Council members and staff believe this is justified, because the CRA has decided to remove the 1/3 tax exemption. This is not fair to the residents and tax payers of Horton, and must be revisited. Hopefully a majority of Council will vote to reverse the standing motion. The government took this away from elected officials, not you as a rate payer. The 2014-2018 remuneration should remain, and all elected members must be prepared to spend the time required to fulfill their duties and commitments for the betterment of the Community, on an average of 30 hours or more per month.

On July 17, Council voted to fix the 2018-2022 annual salaries at \$24,500 for the Mayor and \$17,500 for Councillors.¹ (The 2014-2018 figures were \$20,000 and \$15,000.²) The Respondent and Deputy Mayor Robert Johnston opposed the pay increases. An increase of \$2000 annually (actually the annual increase is \$2500 for Councillors) would work out to an increase of \$8000 over a full, four-year term.

The statement that, "Some Council members and staff believe this is justified," is essentially correct. A July 11 staff report signed by the CAO/Clerk and the Treasurer recommended approval of the salary increase by-law, and three Members of Council voted for it.³

The proposal to freeze Council salaries at 2014-2018 levels was a key part of the Respondent's campaign platform, and was closely linked to the Respondent's pledge to hold the line on tax increases. Both issues (Council salaries and taxes) figured prominently in the mayoral election, as the following news report indicates:⁴

¹ By-law No. 2018-53.

² By-law No. 2014-45.

³ The July 11 staff report clearly recommended that salaries be increased. The staff report said that leaving salaries unchanged "is not recommended."

⁴ John Carter, "Horton mayor hopefuls exhibit contrasting leadership styles," *Renfrew Mercury* (September 28, 2018), retrieved from InsideOttawaValley.com.

At an all-candidates meeting Sept. 24 attended by a full house (200+) at the Horton Community Centre, Mayor Bob Kingsbury and challenger, Coun. Dave Bennett, sparred over style of leadership and how council should operate.

Bennett wants to "stop" the string of tax increases and change the council committee system. Kingsbury maintains that "all is well in the township," so if it's not broke why fix it.

Arguing that a 15 per cent tax increase in the four years Kingsbury has been mayor is too much, Bennett promised a zero tax increase in 2019 and no more than two per cent annually in the rest of the four-year term of the council to be elected Oct. 22. "It's doable," he said, adding it's a matter of trimming the budget and finding savings.

He supports rolling back (to the 2014 level) the councillor stipend increase that compensated for the reduction of a tax-free provision.

As OPP costs make up a major portion of the increase, the township should form a community policing advisory committee like Admaston/Bromley to give Horton a "stronger voice" in policing decisions, he said. He would also like to see the fire department's role expanded into such areas as water rescue and natural disaster response.

Kingsbury defended council's budget decisions, noting last year's flooding showed that "we have to be flexible" and maintain reserves in case of unexpected emergencies.

Under his leadership, council has accomplished a great deal in the last four years with improvements to roads, landfill, and public works and fire equipment, he said. It's been achieved while keeping the tax rate increase to two to three per cent and not depleting reserves, he added.

"We have a handle on our taxes," he said, adding that all council should share in the credit.

Process Followed

In considering Code of Conduct complaints, I follow a process that ensures fairness to both Complainants and Respondents

The fair and balanced process I normally use includes the following elements:

- The Respondent receives notice of the complaint and is given an opportunity to respond.
- The Respondent is made aware of the Complainant's name. I do, however, redact personal information such as personal phone numbers and personal email addresses.
- The Complainant receives any written response of the Respondent and is given an opportunity to reply.
- The Respondent receives the Complainant's reply, if any.

The Complainant expressly asked "that this matter not become part of an election issue given the sensitive timing." This was a reasonable request and I agreed. I paused just under two weeks, with the result that any exchange of submissions would have occurred after the October 22 election.

As it happened, however, the Respondent (as is his right) chose not to submit a written response at all. After giving the Respondent a full opportunity to write back to me, I contacted him by telephone to ascertain his position. I also spoke to the Complainant by telephone in order to understand her position better.

While the Complainant hoped that this investigation report would be presented before the start of the the new term of Council, the timing was such that the investigation-reporting process was not completed until December.

Positions of the Parties

The following is a brief summary of the positions of the parties. In my deliberations, I have taken into account everything communicated to me, not just what appears in the summary below.

Complainant's Position

The Complainant points out that there is only one Treasurer so it was clear to the public who was being discussed. The Complaint feels that her professional credibility and reputation were harmed by the Respondent's comments.

The Complainant also explains that the role and duties of a municipal Treasurer are set out in legislation; she feels it is misleading and unfair to attack a Treasurer for performing what are her statutory functions.

The implication that the Treasurer is not performing her duties is false as she continues to apply the legislation and uphold her duties

Respondent's Position

The Respondent feels he was not attacking anybody. He was outlining his campaign platform, including the changes that he felt needed to be made. Everything he said was factual.

He points out that his comments were made during an election campaign, and that candidates need to be free to explain how they would do things differently – even if this means being critical of how things were done in past.

The Respondent believes that he complied with the Code of Conduct.

Analysis and Findings

Did the Respondent breach paragraph 6 of the Code by publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility?

No.

Horton is a democracy. Council Members are elected to office. The democratic nature of the office means that Council Members have political and representational roles in addition to their legislative (law-making) role. The Courts have confirmed that municipal councillors have hybrid political and legislative functions,⁵ that they are representatives of the communities that elect them,⁶ and that members of the public have the right to address their municipal representatives on issues of concern.⁷ The *Municipal Act* confirms that a role of the Council is “to represent the public.”⁸

It is part of the role of a Council Member to communicate with members of the public about municipal issues. This includes both initiating communication and responding to communication initiated by members of the public. In doing so, a Council Member is not limited to explaining and defending what the municipality is already doing. As part of the political process, a Council Member is entitled to form views, to hold views, to express views and, once in office, to give effect to those views.⁹ Some of those views may involve a change in law or a change in direction. Provided that a Council Member proceeds lawfully and in a manner consistent with the *Municipal Act*, the Code and other legislation and by-laws, nothing prevents a Council Member from taking, defending and seeking to implement a position that advocates change. Indeed, the Courts have clearly stated that as an elected representative of the public a municipal councillor is entitled to take “an open leadership role” on an issue.¹⁰

The above are the rights and roles of a Council Member at all times, but in this case the Respondent was not only a Council Member, he was a candidate for office campaigning for election. In our democracy, candidates have the right to advocate positions and to defend their views. Sometimes the positions and views of candidates challenge the

⁵ *Old St. Boniface Residents Assn. Inc. v. Winnipeg (City)*, [1990] 3 S.C.R. 1170 at 1196.

⁶ *Re Cadillac Development Corp. Ltd. and City of Toronto* (1973), 1 O.R. (2d) 20 at 43, cited with approval by *Old St. Boniface Residents Assn. Inc.*, note 5, at 1193.

⁷ *Re McGill and City of Brantford* (1980), 111 D.L.R. (3d) 405 (Ont. Dist. Ct.) at 411, cited with approval by *Old St. Boniface Residents Assn. Inc.*, note 5, at 1193-4.

⁸ *Municipal Act*, clause 224(a).

⁹ *Re Cadillac Development Corp. Ltd. and City of Toronto*, note 6.

¹⁰ *Old St. Boniface Residents Assn. v. Winnipeg (City)* (1989), 58 Man. R. (2d) 255 (C.A.) at 264, affirmed [1990] 3 S.C.R. 1170.

status quo. In a democracy, candidates, indeed, all people, have every right to challenge the status quo.

A sitting Council Member possesses the same right to call for change to the status quo. As the Courts have confirmed, it is a legitimate role of municipal councillors to propose, to advocate and to seek to effect changes to by-laws, policies and processes. Consequently, the Code of Conduct does not prevent a Council Member from explaining or defending the view that a by-law (such as the salary increase by-law) or a process (such as the current decision-making process) ought to be changed.

Take, for example, the allegation that the Respondent stated that three senior staff members possess too much power. If he said this then it was an opinion that he was entitled to express both as a municipal councillor and as a candidate for office. It is not for an Integrity Commissioner to determine whether an opinion is sound. It is not the place of an Integrity Commissioner to regulate the expression of political opinions: not at any time, but certainly not during an election. The health of a democracy depends on the free exchange of views.

As the news story indicates, the major issues in the election campaign included taxes and Council salaries. The Respondent's positions on these issues put him at odds with recommendations previously contained in staff reports. Disagreeing with a staff recommendation and explaining the reason for disagreement do not amount to a contravention of the Code of Conduct. Otherwise nobody would ever be able to disagree with a staff recommendation. What the Respondent was doing was exercising the democratic right to dissent and to explain why.

Any comments made about the Treasurer were part of a larger campaign narrative related to the Respondent's call for changes to how the Township was operating and being governed. The fact that the news story does not even mention the Treasurer is further indication that any references were incidental to a larger narrative.

As Integrity Commissioner, I am reluctant to second-guess the narratives (messages) of candidates standing for election, even candidates who are currently serving as Members of Council. Indeed, I do not believe that when it enacted By-law No. 2015-53 the Council intended to give an Integrity Commissioner the power to interfere with the campaign communications of candidates in an election.

As I interpret the Code of Conduct, the Code does not apply in a way that would interfere with political communications by candidates for office. The Code must be interpreted in a manner consistent with democratic rights: the right of politicians to express their views and the right of members of the public to hear those views.

I find that the Respondent was in compliance with the Code.

Recommendation

I recommend that the Council receive this report which finds no contravention of the Code of Conduct (section 12 of By-law No. 2015-53).

Complainant

The *Municipal Act* provides that I may disclose in this report such matters as in my opinion are necessary for the purposes of the report. I have determined that it is necessary for the report to identify the Complainant. The report would not be understandable otherwise.

Nothing in this report is meant to call into question the professionalism or the performance of the Complainant. I find that she came forward in good faith and that she is motivated by a sense of professionalism and a desire to discharge her statutory obligations.

My finding that the Respondent complied with the Code is not a comment on the Complainant.

Cost of this Investigation

The total cost to the Township of the investigation and report, not including HST, is as follows:

Hours:	2.9 @ \$300/hour
Total:	\$870

Respectfully submitted,



Guy Giorno
Integrity Commissioner
Township of Horton

December 31, 2018

DATE: January 16, 2019
 LOCATION: Municipal Office

PERSON INSPECTING: Nathalie Moore
 WEATHER: -2°C

1. WALKING SURFACES

	YES	NO	ACTION
WALKWAYS FREE OF OBSTRUCTION	✓		
SURFACES IN GOOD CONDITION	✓		
TRIP/SLIP HAZARDS	✓		Flooring in a couple of areas are ripped and raised

2. ENVIRONMENT

	YES	NO	ACTION
LIGHTING ADEQUATE	✓		
NOISE LEVELS	✓		
AIR QUALITY	✓		
TEMPERATURE & HUMIDITY		✓	Parts expected within days and will be replaced
CLEANLINESS / HOUSEKEEPING	✓		
HAZARDS PRESENT?		✓	
CLEANING COMPOUNDS PRESENT?	✓		
CLEANING COMPOUNDS LABELLED	✓		
MSDS BOOK AVAILABLE & CURRENT	✓		
SAFETY SIGNAGE	✓		

3. OFFICE EQUIPMENT

	YES	NO	ACTION
GOOD MECHANICAL CONDITION	✓		
SECURE FROM TIPPING	✓		
FREE OF SHARPE EDGES	✓		
PROPER ASSEMBLY / ADJUSTMENT	✓		
EMERGENCY DEVICES ACCESSIBLE	✓		
SAFE HANDLING PROCEDURES	✓		
ELECTRICAL CORDS SECURED	✓		
PREVENTATIVE MAINTENANCE	✓		

4. BOOKCASES/CABINETS

	YES	NO	ACTION
GOOD CONDITION	✓		
SECURED	✓		
DRAWERS CLOSED WHEN NOT IN USE	✓		
SAFE STORAGE / STACKING / PILING	✓		
STEP STOOLS / LADDERS AVAILABLE	✓		
HEAVY ITEMS LOCATION			STORAGE ROOMS

5. FIRST AID

	YES	NO	ACTION
AVAILABILITY OF FIRST AID KIT	✓		
REGULATION 1101	✓		
CERTIFICATES POSTED	✓		
INSPECTION CHECKLIST	✓		
LOG BOOK AVAILABLE	✓		

RETURN TO AGENDA

6. FIRE PROTECTION

	YES	NO	ACTION
FIRE EXTINGUISHERS AVAILABLE	✓		
ACCESSIBILITY	✓		
MONTHLY / YEARLY INSPECTIONS	✓		
FIRE EXITS SIGNED / LIGHTED	✓		
FIRE EXITS CLEAR	✓		

7. HEALTH & SAFETY BOARD

	YES	NO	ACTION
WSIB FORM 82	✓		
ESA POSTER VERSION 3.0	✓		
OH&S ACT AND REGULATIONS	✓		
WSIB "WHAT'S IN IT FOR YOU" FORM	✓		
POLICY STATEMENT	✓		
NAMES OF TRAINED FIRST AIDERS	✓		

8. TRAINING

	YES	NO	ACTION
WHMIS / FIRST AID	✓		
EMERGENCY PROCEDURES	✓		
SECURITY PROCEDURES	✓		
TRAINING RECORDS	✓		

9. EMPLOYEE CONTACT/OTHER

	YES	NO	ACTION
KNOWLEDGE OF H&S POLICY	✓		
KNOWLEDGE OF H&S BOARD	✓		
KNOWLEDGE OF MSDS	✓		
KNOWLEDGE OF/USE OF EQUIPMENT	✓		
KNOWLEDGE OF SECURITY POLICY	✓		
KNOWLEDGE OF REPORTING DUTIES	✓		

NOTES / OBSERVATIONS:

Space heaters still being used, Charles spoke with Andy and he is expecting parts within next couple of days and will be in To replace the parts as soon as he can.

FOLLOW UP:

<i>Nathalie Hoove</i>

**The Township of Horton Inspection Checklist
Community Centre**

Date: Jan 14, 2019 Person Inspection: Shane Lambert.

Location Community Centre Weather _____

Front Entrance Exterior/Interior Foyer

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction			Water still pooling at front entrance and cement pad when it rains.
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards	x		
Extension cords/ Rocks	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping Mats Exterior Doors	x		
Hazards present?		x	

3. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

Upper Storage Room above front Foyer

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality	x		

Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?		x	

3. Equipment	Yes	No	Action
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Emergency devices accessible	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

4. Bookcases/Cabinets	Yes	No	Action
Good condition	x		
Secured	x		
Safe storage/Stacking/Piling	x		
Step stools/ladders available	x		
Heavy items location?		x	

Community Centre Hall

1. Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	x		
Surfaces in good condition	x		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		1 ceiling light out near stairs
Noise levels	x		
Air quality	x		
Temperature and Humidity	x		
Cleanliness/Housekeeping	x		
Hazards present?		x	
Safety signage	x		

3. Office Equipment	Yes	No	Action
Tables - 31 total			
Good mechanical condition	x		
Secure from tipping	x		

Free of sharp edges	x		7 tables have some damage to corners/sharpness
Chairs			
Good mechanical condition	x		Chairs Need new rubber feet.
Secure from tipping	x		
Free of sharp edges	x		
Proper assembly/adjustment	x		
STAGE			
Good mechanical condition	x		
Free of sharp edges	x		
Proper assembly/adjustment	x		
Preventative maintenance			
Stage drapes new June 15, 2016	x		
Doors			
Seal tight and lock secure	x		
Chair Lift			
In good operating condition	x		
Up to date inspection	x		
Defective parts or Hazards			

5. First Aid	Yes	No	Action
AED – External defibrillator	x		Inspected Jan 13 th by Renfrew Paramedics
AED – active light blinking	x		
Availability of first aid kit Posted	x		
Regulation 1101	x		
Certificates posted	x		
Log book available	x		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	x		
Accessibility	x		
Monthly/Yearly inspections	x		
Fire exits signed/lighted	x		
Fire exits clear	x		
Fire doors?	x		

7. Health and Safety Board	Yes	No	Action
WSIB Form 82	x		
ESA poster version 3.0	x		
OH&S Act and Regulations	x		
WSIB “What’s in it for you” form	x		
Names of trained First Aiders	x		

8. Training	Yes	No	Action
WHMIS/First aid	x		
Emergency Procedures			
Security Procedures			

Special training			
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Kitchen

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

3. Equipment	Yes	No	Action
Counters			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Cupboards			
Good mechanical condition	X		
Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		
Fridge/Freezers			
Good mechanical condition	X		
Secure from tipping	X		
Free of sharp edges	X		
Thermometers present	X		
Preventative maintenance	X		
Defective parts identified			
STOVE/ HOOD			
In good operating condition	X		
Up to date inspection	X		
Defective parts or Hazards identified			

Notes: outside - Have Maintenance check the Kitchen Hood Ventilation System foil between the Duct work, it appears faded from the sun and small pin holes appearing. May need replacing.

5. First Aid	Yes	No	Action
Availability of first aid kit	X		In Kitchen Cupboard above hand washing sink.
Regulation 1101	X		
Inspection checklist	X		
Log book available	X		

6. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		
Monthly/Yearly inspections	X		
Fire exits signed/lighted	X		
Fire exits clear	X		
Fire doors?	X		

Utility Room

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		X	
Warnings near hazards			
Extension cords/ Rocks			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		x	
Cleaning compounds present?	X		
Cleaning compounds labelled	X		
Safety signage	X		

Equipment	Yes	No	Action
Water heater			New Sept 2016
Good mechanical condition	X		Water Filter was changed Feb 15, 2018
Secure from tipping	X		
Proper assembly/adjustment			
FLOOR CLEANER		x	
Good mechanical condition		x	
Furnace	x		Filter changed Dec 2018
Good mechanical condition	x		
Clear of Clutter above	X		
Free of sharp edges	X		
Proper assembly/adjustment	X		

Preventative maintenance	X		
Defective parts identified			
Furnace vent			
In good operating condition	X		
Up to date inspection	X		
Defective parts or Hazards identified			

Men's Room

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?	X		
Cleaning compounds present?		X	
Safety signage	X		

3. Equipment	Yes	No	Action
Toilets/Urinals			
Good mechanical condition	x		
Secure from tipping	X		
Sinks			
Good mechanical condition	X		
Secure from tipping	X		
Doors			
Good mechanical condition	X		
Emergency devices accessible	X		

Notes:

Ladies Room

1.Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	

2. Environment	Yes	No	Action
Lighting adequate	X		
Noise levels	X		
Air quality	X		

Temperature and Humidity	X		
Cleanliness/Housekeeping	X		
Hazards present?		X	
Cleaning compounds present?		X	
Safety signage	X		

3. Equipment	Yes	No	Action
Toilets			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
Sinks			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Proper assembly/adjustment			
Doors			
Good mechanical condition	X		
Emergency devices accessible	X		
Defective parts identified			
Proper assembly/adjustment			

BAR –

1. Walking Surfaces	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards		x	
Warnings near hazards	x		

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	x		
Air quality		x	
Temperature and Humidity		x	Warmer than any other room
Cleanliness/Housekeeping	x		
Hazards present?	x		
Cleaning compounds present?		x	
Cleaning compounds labelled		x	
Safety signage	x		
Liquor licence visible & up to date	x		

3. Equipment	Yes	No	Action
Sink			
Good mechanical condition	x		
Defective parts identified			
Fridges/Freezer			

Good mechanical condition	x		
Secure from tipping	x		
Defective parts identified			
Thermometers present	x		

Notes:

Upper Meeting Room

1.Walking Surfaces_	Yes	No	Action
Walkways free of obstruction	X		
Surfaces in good condition	X		
Trip/slip hazards			
Warnings near hazards			

2. Environment	Yes	No	Action
Lighting adequate	x		
Noise levels	X		
Air quality	X		
Temperature and Humidity	X		
Cleanliness/Housekeeping	X		Bird Feces Present. Possible door needed
Hazards present?	x		
Cleaning compounds present?		X	
Safety signage	x		

3. Equipment	Yes	No	Action
Tables			
Good mechanical condition	X		
Defective parts identified			
Chairs			
Good mechanical condition	X		
Secure from tipping	X		
Defective parts identified			
Games			
Good mechanical condition	X		
Secure from tipping	X		
DOORS/ Accessibility			
Good mechanical condition	X		
Defective parts identified			
Windows			
Good mechanical condition	X		

4. Fire Protection	Yes	No	Action
Fire extinguishers available	X		
Accessibility	X		
Monthly/Yearly inspections	X		
Fire exits signed/lighted	x		
Fire exits clear	X		
Fire doors?	X		

Completed by: Shane Lambert Community Liaison Officer

Date: Jan 14th 2019

Submitted: - CAO/Clerk Hope Dillabough



Township of Horton COUNCIL / COMMITTEE REPORT

Title: 2019 Horton Hoedown Amended Proposal	Date:	January 22, 2019
	Council/Committee:	Council
	Author:	Hope Dillabough, CAO/Clerk
	Department:	General Government (Budget Implications)

RECOMMENDATIONS:

This item is for discussion purposes. The CAO/Clerk will prepare a resolution upon Council's discussion and recommendation to either move forward or not.

BACKGROUND: See attached proposal submission.

ALTERNATIVES:

- 1) Horton Hoedown moves forward
- 2) Horton Hoedown does not move forward

FINANCIAL IMPLICATIONS:

Treasurer's Comments: The Performer's rates have not been amended due to the change in large-scale performers; alcohol stock hasn't been amended; admission fees have not been amended due to the change in large-scale performers; no cost reflected for mail-outs (ex. Sponsors); Hotel rooms rates have not been amended due to the change in large-scale performers. **Additional Comments:** The alcohol stock has been modified and is reflective of 2018's profit margin; No interest has been allocated to a reserve (i.e. \$4000.00).

CAO/Clerk's Comments: There will be significant changes in staffing and duties during Summer 2019 due to the impending retirement of the Treasurer. The office will not have a summer student either this year. Office Staff, at this time, are not prepared to undertake the majority of the clerical tasks as performed last year. The CAO/Clerk will maintain the duties of insurance information, special occasion permit for the event. **Additional Comments:** The CAO/Clerk retains signing authority on performer's contracts, purchases etc. At least two (2) office staff will be undertaking new training for positions in Spring/Summer 2019 and will not have time to provide support for anything additional to their day-to-day duties. The Minutes of April 11, 2018 Special Council Meeting reviews that yes, there was consensus of Council to move forward with the 2018 Festival but does not reflect any information regarding future festivals. Additionally, Councillor Cleroux did provide comments prior to the noon deadline, however Ms. Hunt had already submitted her proposal. I forwarded the comments to Ms. Hunt for her perusal.

CONSULTATIONS:

Jennifer Barr, Treasurer

Author: J. Hallaboy
signature

Other: _____
signature

Treasurer: [Signature]
signature

C.A.O. J. Hallaboy
signature

THE CORPORATION OF THE TOWNSHIP OF HORTON

Horton Township Horton Hoedown
2019 Proposal

BUSINESS PLAN

Submitted to the Recreation Committee and Council

Prepared by

Tina Hunt

Recreation Volunteer

January 18, 2019

RETURN TO AGENDA

PREAMBLE:

Last year was the first year for the Horton Hoedown. Although not shown through money lost the festival was a huge success, with lots of positive comments surrounding the event by patrons and the talent that attended. The hope is to continue with this festival in 2019 and work towards growing and improving this festival concentrating on tourism and economic growth. It was apparent at the festival, that most people had a fantastic time and that tourism had been brought to the area with KOA camp sites being filled. Lessons were learnt the first year that will assist with making this event grow and become the success we know it can be.

The breakdown of persons that attended is below:

1100 attendees throughout the two days

Broken Down

310 Local attendees from 40km away or less

614 more then 40km away

166 out of province

4 USA

6 International

These numbers were obtained from the online ticket sales and the records of addresses from the KOA. The 310 local attendees were obtained by the remainder of ticket sales that were unable to be accounted for from online and KOA.

This shows approximately 72% were from more than 40Km away and 78% stayed camping.

Using the TREIM calculator it calculated that approximately \$95,000.00 was brought into the area from this festival.

2019 our goal is to double tourism and double the amount of people that will attend the festival. This will be done through better marketing tactics and more time to plan this year's event.

According to the TREIM calculator this would mean approximately \$188,000.00 would be brought into the township and area.

These numbers are huge for a small area and although the festival did see a deficit last year by these calculations \$95,000.00 tourism money was brought into the area.

Knowing these numbers this will also assist in obtaining more sponsorships for the festival.

RETURN TO AGENDA

NEEDS AND PROBLEMS

As there was a significant deficit the first year that is obviously of concern, but the committee is prepared to look at our budget and figure out where we can make cuts and where more attention needs to be paid to draw the numbers in that we would like to see for the 2019 festival. The deficit for the 2018 festival will also be paid back by the end of 2019. There is a commitment again that if money is lost in the 2019 festival that money will be paid back as well. The committee is committed to ensuring that the festival grows and becomes the large event that we know it can be, although it may take a couple years to grow the festival, we believe that the benefits that come from the festival way outweigh the risk. Yes, there is a risk that money will be lost but we do not believe this is a reason for the festival to not go ahead, as the commitment is there to raise the money back. It has been mentioned by council members that they have to be responsible with tax payers money, but at the same time we don't believe that should be a concern as all the money that is lost will be raised back, there fore no loss to the tax payers of Horton, also the impact the festival has on the area with tourism is huge as seen in the calculation above it bring a very large amount of money into the area.

Our entertainment needs to be booked as soon as possible so we have enough time for advertising and have ticket sales available in advance of when we were able to do last year. This is another area the committee is looking at this year and we want to be able to book the entertainment so we can release the tickets for sale. We are also going to look at a bigger spread between advance tickets and gate tickets to encourage people to buy in advance.

One of the lessons learnt last year was we require more time then what we had for advertising and promoting of the event. This problem is also being looked at again this and more money has been allotted in the budget for marketing and advertising.

The weekend has been changed to July 19 and 20 this will assist in bring in more attendees as it moves the festival away from the same weekend as the Boots and Hearts Festival. The committee now has a very strong baseline and a better understanding of how to make a festival successful.

The availability of grants to assist with the festival;

The Celebrate Ontario Grant has been applied for in the amount of \$14046.00, which will assist with entertainment costs and marketing costs.

Other Grants that are being investigated;

Jason Blaine Foundation \$5000.00

Bell Let's Talk amount unknown

Tourism Industry Marketing Grant 40% of marketing costs.

Possible grant from Telus.

RETURN TO AGENDA

Furthermore, any other Grants that are located and the festival fit the requirements will be applied for.

Weather

It is an outdoor festival and we can't control what the weather does. Outdoor festivals around the world occur on a regular basis, in good or bad weather.

Will bad weather affect our festival? Yes, it will but 74 % of our ticket sales were pre-bought. Furthermore 78% of the people that attended were overnight campers that had pre-booked and paid for their camp sites.

Bad weather would only really affect our gate sales.

In terms of what will happen with the music if bad weather hits. There are a couple options depending on the weather;

If it is just rain and the stage and equipment are not affected by the rain, which they shouldn't be as they are covered, then the show will go on as planned. We have enough covered tents that if people wanted out of the rain, they could proceed to one of the covered tents.

If there is rain and high winds and the stage and equipment are affected, then we can postpone the music until it ends or gets to a point that the music can continue. If possible, we would play music from the beer tent until that time. The production staff would be the ones to make the decision on whether it was safe for the music to continue.

Most people that attend outdoor events come prepared for the forecasted weather.

Pay Back Plan

To answer how the money, if any was lost will be paid back, well that is a hard question to answer without knowing if there will be money lost.

Best-case scenario is that no money will be lost, and the festival grows larger this year.

However, if money was lost that money would be replaced through fundraising events.

When the festival was first brought to council in 2018, I would like to note that council was aware of the potential that the festival would lose money and would continue to lose money for multiple years, and they were willing on a 5/0 vote to proceed with the festival. I would also like to note that at that time councilors stated they were voting yes if the festival would continue for multiple years. I am hoping that this council will honour the previous vote.

RETURN TO AGENDA

Although we would like to eventually grow this festival into a fundraiser, I think we still need to look at the fact that last year it potentially brought \$95000.00 into the Township and surrounding areas. This year if we grow as planned it has the potential to bring \$188000.00 into the Township and area. That is a large amount of money to be brought into the area.

From the beginning the commitment was made to raise any money that was lost back and that will be followed.

I am not able to provide names working towards getting \$10,000.00 from anonymous group.

A plan for volunteers to operate the Horton rink, I believe this will save the township approximately 10,000.00 dollars and the money that was saved could go into the Hoedown.

Corporate donation for \$8000.00. There should be approximately \$4000.00 in interest from the beach property sale.

The 3 on 3 Hockey Tournament last year brought in approximately \$2000.00, this year it will be two days and will potentially bring in \$4000.00, with 18 confirmed teams over the two days.

Help from Horton Township Staff

As for the issues addressed by the CAO the committee is completely fine with the staff not assisting with the festival. However, we would like to note that if this is going to be the way the festival is run this year then, we would require a copy of all the documents from last year as those are stored at the Township office. This also poses a problem for such things as orders and the paying of performers and signing of contracts as we do not have signing authority for the Township. We would also request the availability of a Township credit card to be used for festival purchases. There are multiple items and large amount items that are required to be purchased for this event and if the staff is not willing to assist with this then there are some changes that are required to allow the festival committee to complete these tasks.

Merchandise

We have roughly over \$5000.00 still left of merchandise available for sale and will be made available to sell once the hoedown for 2019 is announced. The only new item that we may look at adding to our merchandise would bumper stickers as that is something that was requested multiple times last year.

Sponsors

All sponsors from last year will be contacted again this year requesting sponsorship.

The committee is going to re-visit sponsorships.

The committee is going to re-visit sponsorship levels and add information known from last year festival.

In order to be able to obtain the sponsorships we would like to, we need as much time as possible for the planning of this. The longer it takes a decision to be made the less time we have for the planning and execution of this year's festival.

Lessons from Last year

More time to plan

More planning time is required, the more time we can plan the better we can make the festival and ensure that it is a success.

We require a better marketing plan. This is being worked on with the committee. The budget for this in the 2019 budget has been increased to allow for more advertising. The committee is also exploring the possibility of developing a website and working on a plan for a better social media presence this year. We do have volunteers that have come forward and advised they would assist with the social media part of this.

Better marketing ticket give a way, free ticket draws for buying advance tickets

Ticket sales, the committee is looking at ticket prices and developing a more beneficial plan for advanced tickets sales and the prices of them. We believe this will assist in increasing our advanced ticket sales past the percentage they are already at.

Lay out of festival

The committee is also looking at the layout of the festival, as it was recognized that the area used last year was substantially more than what was needed.

We also are looking at making our tickets available sooner, as this will assist in more sales. We are also discussing the possibility of making a bigger spread in the prices of advance tickets and tickets at the gate.

Not enough time ticket sales and bigger spread advance sales.

We also learnt lessons on where money could be saved. Again, with more time to plan and search for Artists this will give us the opportunity to negotiate prices for artists.

RETURN TO AGENDA

GOALS AND OBJECTIVES

To plan and execute a successful Horton Hoedown in 2019. To bring tourism into the area, which in turn will have a positive impact on our economy. Also, to bring the community together and local vendors to give the opportunity for growth for their businesses as well.

SCOPE OF WORK and TIMELINES

- Celebrate Ontario Grant has been applied for
- Start the planning and organizing of the festival ASAP
- Book entertainment ASAP
- The focus on this year's festival on promoting tourism
- Deciding on how to enhance and improve the festival
-

Age Groups:

Family oriented festival all ages welcome

KEY PERSONNEL

Committee Chair

Tina Hunt

Committee Members

All committee members from 2018

ENDORSEMENT/SPONSORS

Working this year to increase our corporate sponsorships to assist with the costs of the festival. We are in the process of getting the fencing and stage donated. We are also working with KOA who will be putting in electricity for the festival to assist in saving on electrical and generator costs.

EVALUATION

The 2018 festival was evaluated by the financial loss, but also needs to be noted again that the festival was a huge success in terms of the persons that attended, the performers feedback and volunteer input.

RETURN TO AGENDA

The Committee is working towards recouping all costs and the money that was lost in 2018 will be paid back by the end of 2019.

In the special council meeting on Wednesday, January 16, 2019 Mayor Bennett requested that the councilors contact me and advise me what exactly their concerns were with approving the festival. At the time of the submission of this business plan I have only heard from councilor Webster who informed me of his concern. I believe his concern has been addressed as yes there is a risk with the festival being approved, however there is the commitment to pay back any money lost if money is lost, hence lowering the risk. It was brought up that there is a concern volunteers will get burnt out. It is an unfair disposition on my team and the volunteers as they are unaware of the drive and abilities of these people. I have a strong group of people that have made this commitment and will follow through. Council has stated multiple times that the volunteers have followed through on what they commit to do so again there is no reason to believe that would not be the case again.

I did receive a message from Councilor Cleroux stating he would advise me of his concerns and have not received anything further at the time this was submitted. Councilor Campbell also addressed concerns in the meeting which I believe have all been addressed and I have not received anything further from him.

Given this I believe the only course of action is to approve the festival.

OPERATIONAL ANNUAL MAINTENANCE COSTS

Expenses	2018	2019 (projected)
Special Event Insurance	0.00	0.00
Staff/Volunteer Shirts	662.20	500.00
Advertising	2634.78	4000.00
Forms/Contracts	Office absorbed/Tara (food)	100.00
Mail/Envelopes	Office Absorbed	100.00
Licenses/Permits	359.95	359.95
Bar Stocking	4354.51	9020.00
Bar Tickets	62.77	70.00
Fencing/Barricades	3069.00	3069.00 (being donated)
Construction of Bar	693.25	0.00
Security Staff/First Aid/Police	7326.16	7500.00
Fire Bar Share	1678.95 (donating back for 2019)	1679.00
Bracelets	214.21	215.00

RETURN TO AGENDA

Production Manager	2000.00	2000.00
Production Staff	3300.00	3300.00
Local Talent	950.00	1000.00
Opening Acts	10000.00	10000.00
Main Performer	23000.00	23000.00
Performers food/beverage	1688.25	1500.00
Hotel Rooms	2023.00	2100.00
Equipment Rentals	14185.24	15000.00
Stage Rentals	Equipment rentals	Equipment rentals
Fire Extinguishers	Donated	0.00
KOA Electrical	5353.64	5000.00
Tent Rental	Donated	
Radio Rentals	524.06	525.00
Equipment Transportation	265.65	0.00
Portable Lights	Equipment rentals	Equipment rentals
Golf Carts	1200.00	1200.00
Signs/Banners	1279.78	700.00
Logo Merchandise	3856.01	1000.00
Cleaning Supplies	118.71	125.00
Potable Toilets	2492.50	2500.00
Fair Booth	60.00	0.00
Misc	286.16	0.00
Total	93,638.78	\$95562.95

Minus potentially 3069.00 for fencing and the possibility of stage donation \$4500.00.

If both donated expenses would be **\$87993.95**

Revenues	2018	2019
Sale of Beer/Coolers	10641.00	22000.00
Vendors	1369.38	1600.00
Admission	23462.76	42100.00
Logo Merchandise	1162.13	5000.00
Sponsors	12195.00	15000.00
Celebrate Ontario Grant	0.00	Estimate 14046.00
Ontario 150 Surplus	1662.53	0.00
Total	50492.80	99,746.00

PLAN REQUIREMENTS

The approval of council to continue with the planning of the festival.

RETURN TO AGENDA

I have reviewed this Business Plan and proposed budget and I concur.

Jennifer Barr, Treasurer

January 18th, 2018
Date

Hope Dillabough

January 18th, 2018
Date

Respectfully prepared and submitted:

Tina Hunt Recreation Committee Member

January 18th, 2018
Date

The Corporation of the Township of Horton
AD HOC BUDGET MEETING
MINUTES

Monday January 7th, 2019 at 4:00 p.m.

There was a Meeting of the Ad-Hoc Budget Committee held at 2253 Johnston Road in the Council Chambers for budget deliberations for the 2019 Budget. Present was Chair Glen Campbell, Mayor David Bennett, Councillor Lane Cleroux, Councillor Doug Humphries and Councillor Tom Webster. Staff present was Jennifer Barr Treasurer, Hope Dillabough CAO/Clerk-Recording Secretary, and Public Advisory Member Susan Humphries.

1. CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. MINUTES - None

4. BUSINESS ARISING FROM MINUTES - None

5. DELEGATIONS - None

6. STAFF REPORTS / INFORMATION

6.1 Long Term Strategies

Treasurer Jennifer Barr reviewed her presentation 'Long Term Financial Strategies' for the Committee. In this review, she briefly touched upon items such as the OMPF allocation as well as OCIF funding which both remain up in the air in terms of notification of funding. She reviewed that all Managers were given budget worksheets in August of 2018 and have them submitted by October 22, 2018 with a 2% increase.

6.2 Departmental Summary

The Treasurer led the Committee through the 2019 Departmental Budget summary. There was plenty of discussion regarding the loss of potential revenue from MTO claims within the Fire Department's budget. This is to be rectified in 2019 moving forward.

6.3 Proposed 2019 Capital

The Treasurer led the committee members through the review. The Committee discussed Gas Tax funding and the fact that an application must be made by a prescribed deadline for a project, however that being said, the money doesn't necessarily have to be spent. She reviewed the Township's tax burden which doesn't open up until 2022 which would be \$46,455 and then in 2023 at \$93,912. These numbers are a reflection of if nothing else is debentured. The Township would be in a better position to debenture in 2023 if required, which would follow in line with the Debt Policy passed by Council and keep the total debt at the prescribed amount.

6.4 10 Year Reserve Forecasting

The Treasurer reviewed this in detail with the Committee. She pointed out the Line Painting Reserve that was created in 2012 should likely be, in her opinion, placed back in operating as it's a seasonal safety item. She reviewed the Recreation Equipment reserves and made the Committee aware that there is currently no replacement plan in place and indicated it's a need. She also noted there are areas where there isn't sufficient funds in reserves, as per the 10 Year Capital.

RETURN TO AGENDA

6.5 10 Year Capital Forecasting

The Treasurer reviewed that if a 10-year item isn't wanted anymore, it should be taken out as it affects the \$1,527,708 funding gap. The Treasurer is to bring forward eligible expenditures under the gas tax program to the next Ad Hoc Budget meeting scheduled for Committee review.

Deputy Fire Chief Allan Cole was present for this portion of the meeting. Items discussed to be changed were as follows:

- Garage doors to be pushed to 2022
- Well (pump replacement) should be changed to \$3000.00 in 2021
- \$125,000 was placed in 2020 for used Tanker (increase from \$65,000)
- Old Pumper - 2025– resale (\$80,000) to assist with ½ ton replacement with larger truck capacity.

There was discussion under the Roads portion was why Bingham Road was sitting at \$15,000 for 2019. Councillor Webster is to speak with Public Works Manager Charles McDonald for information to bring back. Weigh scales were quickly mentioned and it was decided to wait and see if it was questioned at the January 8th, 2019 Regular Council Meeting during the TES Standing Committee portion with the Public Advisory Members present.

Recreation was discussed next. It was agreed that the Exterior Stonework/regROUT should be put back to 2019 with a \$25,000 figure coming from reserves. The Upstairs washrooms were moved to 2020.

6.6 2019 Fees and Charges Review

Deferred to next meeting.

7. OUTSTANDING BUSINESS

7.1 Strategic Asset Management Policy – Regulation 588/17

The Treasurer is working on the mandated policy and will bring forward in March/April 2019 for Council review and stated it needs to be adopted by July.

8. CORRESPONDENCE - None

9. OTHER BUSINESS

Treasurer Barr went back to the Departmental Summary portion and asked Committee for direction, which hasn't been given yet, in terms of a percentage to aim for while working on the budget. Committee did not provide any suggestions or direction at this time.

10. NEXT MEETING

Ad Hoc Budget - Monday January 14th, 2019 at 4 p.m.
Public Meeting – Wednesday January 30th, 2019 at 6 p.m.
Special Council Meeting – To follow after Public Meeting

11. ADJOURNMENT

The meeting was adjourned by the chair at 7:00 p.m.

CHAIR Glen Campbell

TREASURER Jennifer Barr

RETURN TO AGENDA

The Corporation of the Township of Horton
AD HOC BUDGET MEETING
MINUTES

Wednesday January 16th, 2019 at 4:30 p.m.

There was a Meeting of the Ad-Hoc Budget Committee held at 2253 Johnston Road in the Council Chambers for budget deliberations for the 2019 Budget. Present was Chair Glen Campbell, Mayor David Bennett, Councillor Lane Cleroux, Councillor Doug Humphries and Councillor Tom Webster. Staff present was Jennifer Barr Treasurer, Hope Dillabough CAO/Clerk-Recording Secretary, Charles McDonald, Public Works Manager, Nathalie Moore, Deputy Clerk/Treasurer and Public Advisory Member Susan Humphries.

1. CALL TO ORDER

Chair Campbell called the meeting to order at 4:30 p.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest by Members of the Committee or Staff.

3. MINUTES - None

4. BUSINESS ARISING FROM MINUTES - None

5. DELEGATIONS - None

6. STAFF REPORTS / INFORMATION

6.1 Departmental Summary

Treasurer Jennifer Barr reviewed the changes made from the Ad Hoc Budget meeting on January 7th, 2019. She specifically reviewed the Fire Department's budget decreased from 14% down to 4.2%. The estimated growth is \$30,069.00 and the budget sits at 3.11% increase \$70,319.00 which totals to \$100,881.00.

Public Advisory Member Susan Humphries questioned the decrease in Building Maintenance and whether this will be an issue in 2019. Public Works Manager Charles McDonald felt that it should be ok, but you never truly know. There are some items being fixed in 2019 which would reflect less cost in the Building Maintenance budget such as the Selkirk chimney and the change to Automatic Garage Doors.

Chair Campbell reviewed that at a 3.11% increase, the Township was in good shape. This increase represents the Johnston Road debenture, OPP billing costs, the new Public Works permanent position as well as growth. He asked the Committee to provide direction on a number/percentage they would like to achieve. Mayor Bennett stated he would not support anything greater than a 2% increase, that anything more than that is unfair to the taxpayer. Councillor Humphries felt that staff has worked very hard on the budget thus far and understands there have been cuts made and unsure what more could be done. Councillor Webster explained he was comfortable with a 3.11% increase and was lower than what he initially thought the Township could achieve with items such as the Johnston Road debenture and felt that moving forward the next few years could possibly see only a 2% increase. Councillor Cleroux offered his gratitude to staff and stated he was impressed with them and what they have brought forward. He mentioned the lack of OMPF funding is difficult for Council to make a budget decision without knowing any of the funding details. He mentioned the 3.11% has been less when compared to previous years and that includes the new permanent position as well as the water/ice rescue agreement with the Fire Department. He would like to see either a 3-3.25% increase, to make for a rounder number.

RETURN TO AGENDA

There was lengthy discussion regarding the potential of the 2019 Hoedown Festival and the impact it would have on the Budget if approved to move forward. Some members of council expressed their comfort levels were quite low and the risk is too high. Mayor Bennett reviewed a proposal to pay off a portion of the 2018 Hoedown Deficit which is roughly \$43,000.00 incurred. His recommendation was to not hire a Rink Attendant and use their wages to put towards the Hoedown deficit, while having the Recreation Volunteers take over the Rink Attendant's duties. Additionally, he stated that the Val Miller, on behalf of Ladies' Catering was offering/lending \$10,000.00 of their reserves to help pay the 2018 deficit down and the Recreation Committee would undertake fundraising to repay. Councillor Webster questioned the Rink Attendant's wages, and the fact that it's essentially still taxpayer's money that has been raised through taxation. It shouldn't be taxpayer's money paying down the debt, the original commitment from the Recreation Departments was that they would fundraise the money to pay down the 2018 deficit.

6.2 Proposed 2019 Capital

The Treasurer quickly led the Committee through the Proposed 2019 Capital as it had already been discussed at the last meeting. One of the changes was in 2019 to Bingham Road, the value was changed to \$7,500.00 and the other half of that was placed towards Garden of Eden Road. The other change was a portion of the grouting work at the Community Centre was moved ahead to complete some work in 2019.

6.3 10 Year Reserve Forecasting

The Treasurer led the committee members through a brief review.

6.4 10 Year Capital Forecasting – Summary Page Only – Review is Complete

The Treasurer reviewed this in detail with the Committee.

6.5 2019 Fees and Charges Review

Deferred to next meeting.

Treasurer Jennifer Barr asked Committee for direction in terms of a percentage to aim for or if Committee was ready to accept the 3.11%. Chair Campbell offered a break for supper and after Committee reconvened, he would go around the table for member's thoughts.

SUPPER BREAK – 5:45 P.M.

RECONVENED – 6:12 P.M.

Chair Campbell asked each member to state what percentage they would like to see.

Councillor Webster – 3.11% was good

Councillor Cleroux – 3 or 3.25 %

Councillor Humphries – 3.11%

Mayor Bennett – no support

Chair Campbell – 3.11%

Councillor Webster made the recommendation to present the budget at the Public Meeting with a 3.11% levy increase. This recommendation was supported by quorum. The budget will be presented but not passed, due to OMPF funding uncertainty, at the upcoming Public Meeting on January 30th, 2019 at 6 p.m.

7. OUTSTANDING BUSINESS

7.1 Strategic Asset Management Policy – Regulation 588/17

RETURN TO AGENDA

The Treasurer is working on the mandated policy and will bring forward in March/April 2019 for Council review and stated it needs to be adopted by July.

8. CORRESPONDENCE

8.1 Schedule B of Gas Tax Agreement – Eligible Project Categories

Committee reviewed the eligible project categories. It was determined that a recommendation needs to come forward regarding the use of gas tax funds on Garden of Eden Road as it is greater than \$40,000.00.

9. OTHER BUSINESS

10. NEXT MEETING

Public Meeting – Wednesday January 30th, 2019 at 6 p.m.

11. ADJOURNMENT

The meeting was adjourned by the chair at 6:43 p.m.

CHAIR Glen Campbell

TREASURER Jennifer Barr

THE CORPORATION OF THE TOWNSHIP OF HORTON

**AD HOC Transportation and Environmental Services
Committee**January 15th, 2019 at 8:30 a.m.

There was a Meeting of the Ad Hoc TES Committee held in the Municipal Council Chambers on Tuesday January 15th, 2019. Present was Chair Tom Webster, Mayor Bennett. Public Advisory Members were Murray Humphries, Rick Lester, and John Wilson. Staff present was Charles MacDonald, Public Works Manager, Hope Dillabough, CAO/Clerk and Rod Eady, Public Works Superintendent.

1. CALL TO ORDER

Chair Webster called the meeting to order at 8:30 a.m.

2. DECLARATION OF PECUNIARY INTEREST

There was no declaration of pecuniary interest expressed by Members of the Committee or staff.

3. OUTSTANDING BUSINESS – ITEMS FOR DISCUSSION**3.1 Street Light – Jamieson Lane**

There was discussion regarding the request that came as a delegation to Council in December requesting a streetlight be erected at the turnaround at the end of Jamieson Lane. It was determined that perhaps a solar light option could be explored. Additional discussion occurred regarding potential streetlights in various locations in the Township dependent upon remaining funding from the AMO Mainstreet Revitalization Grant. The intersection at Pinnacle Road and Highway 60 was discussed in length. Public Works Manager Charles McDonald is to get a traffic count close to the intersection to determine how busy it is and perhaps discuss with the Ministry of Transportation.

3.2 Landfill Gates

Chair Webster questioned the status of the Landfill Gates as it had been brought up at the last Council Meeting and the Public Works Manager had been absent. Mr. McDonald reviewed that the main entrance gates are to be replaced and likely widen the entrance itself. The existing gates are in fairly rough shape and may not be able to be straightened enough for future use. Mayor Bennett requested that Mr. McDonald bring back some costs of gates and widening/upgrading the road at the other end to utilize an additional entrance. The Landfill Site Plan was briefly reviewed. Mr. McDonald will provide some additional information at the next meeting.

3.3 Thompson Cemetery Culvert

This item was discussed. There is a culvert required. An entrance permit has been issued.

3.4 Bingham Road

Mr. McDonald and Public Works Superintendent Rod Eady reviewed the majority of work on Bingham Road has been completed. This was due to the road letting go from water run off. Mr. Eady discussed that pit run has been used to put down in sections over the last three years, however, there remains some sections that require work. Mr. McDonald reviewed that Bingham happens to be on the Capital schedule for 2019. It was discussed that the value could be dropped by half to \$7,500.00 and that the quantity of gravel placed be reduced from the standard 6"

RETURN TO AGENDA

to 4". It was also noted that some of the work required on Bingham would come out of the Roads Operating Budget.

3.5 2019 Work Schedule

The 2019 Work Schedule list was reviewed by the Committee. Mayor Bennett requested that the Committee prepare a presentation to provide to the Operations Committee at the County of Renfrew to justify why Lime Kiln Road should be deemed a County Road. Mr. McDonald is to retrieve some background information and confer with other municipalities if this has been done. There was a soft deadline set for early September 2019. It was suggested that the Town of Renfrew could be asked to provide a letter of support in Horton's endeavor.

4. OUTSTANDING BUSINESS

None

5. NEXT MEETING

Tuesday February 12th, 2019 at 8:30 a.m.

6. ADJOURNMENT

Chair Webster declared the meeting to be adjourned at 9:50 a.m.

CHAIR Tom Webster

CAO/CLERK Hope Dillabough



THE CORPORATION OF THE TOWNSHIP OF HORTON

Memo from the CAO/Clerk as of January 18th, 2019

INFORMATION provided **NOT** included in the
Regular Council meeting package of January 22nd, 2019

INFORMATION EMAILED

1. 2018 Y/E MPAC ASSESSMENT REPORT FOR 2019 TAXATION
2. AMO POLICY UPDATE – JANUARY 15TH, 2019
3. CNL INVITATION FEBRUARY 15TH, 2019
4. EOWC – NEWS RELEASE – JANUARY 14TH, 2019
5. FCM – PRESIDENT’S CORNER
6. HOSPICE WINTER NEWSLETTER 2018-19
7. MUNICIPAL MONITOR – “CHANGING WORKFORCE & MUNICIPAL REVENUES”
8. MUNICIPAL MONITOR – “TREADING THAT FISCAL TIGHTROPE”
9. COUNCIL CALENDAR – JANUARY – MARCH

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

PUBLIC MEETING**Zoning Amendments**

Roleof Sein

(Agent: Adam Kasprzak)

January 22, 2019

6:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Mayor - Purpose of Amendment
4. CAO/Clerk's Report on Notice
 - i) Reading of Written Comments
 - ii) Public Participation
 - a) Questions from Public
 - b) Comments in Support
 - c) Comments in Opposition
5. Information on who is entitled to appeal Council's decision to the Local Appeal Tribunal under Sections 34(11) and (19) of O.Reg 545/06
6. Council Members Comments/questions
7. Close Meeting

RETURN TO AGENDA

Memo

To: Council

From: Hope Dillabough

Subject: Summary – Zoning By-law
Amendment - Public Meeting
Role of Sein

Date: January 22nd, 2018

Horton Township



This Zoning By-Law Amendment pertains to the subject lands: Concession 7, Part of Lot 20 described more particularly as Parts 1-27, inclusive, on Reference Plan 49R-19285, in the Township of Horton, as shown on the attached Key Map.

Purpose of this amendment:

The purpose of the amendment is to rezone the severed lands in Consent File Nos. B96/17(1) to B100/17(5) from Rural (RU) to Limited Service Residential (LSR) so that the entire enlarged lots are in the same zone. All other provisions of the Zoning By-Law shall apply.

Notice of this Public Meeting was sent to the twenty (20) property owners within the 120 meter radius in addition to ten (10) Provincial and County Agencies. Out of those, we did not receive any written comments back by the prescribed deadline.

Section 34(11) - If Council decides to refuse an application or refuses or neglects to make a decision on an application within 120 days of the municipal clerk receiving the application, the applicant or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

Section 34(19) – Not later than 20 days after the giving of notice of passing of the by-law, the applicant, any person or public body who made oral submissions at the public meeting or made a written submission to Council, before the by-law was passed, or the Minister of Municipal Affairs and Housing, may appeal to the Local Planning Appeal Tribunal by filing an appeal with the clerk of the municipality.

RETURN TO AGENDA

TOWNSHIP OF HORTON
NOTICE OF APPLICATION AND PUBLIC MEETING

In the matter of Section 34 of the Planning Act, the Township of Horton hereby gives NOTICE OF THE FOLLOWING:

- i) Application to amend the Zoning By-law (By-law 2010-14) of the Township of Horton.*
 - ii) A public meeting regarding an application for an amendment to the Zoning By-law of the Township of Horton*
-

Subject Lands Part of Lot 20, Concession 7, described more particularly as Parts 1-27, inclusive, on Reference Plan 49R-19285, in the Township of Horton, as shown on the attached Key Map.

Public Meeting A public meeting to inform the public of the proposed zoning amendment will be held on January 22nd, 2019 at 6:00 p.m. at the municipal office of the Township of Horton.

Proposed Zoning By-law Amendment

The purpose and effect of this amendment is to rezone the severed lands in Consent File Nos. B96/17(1) to B100/17(5) from Rural (RU) to Limited Service Residential (LSR) so that the entire enlarged lots are in the same zone. All other provisions of the Zoning By-law shall apply.

Additional information regarding the Zoning By-law amendment is available for inspection at the Township of Horton Municipal Office during regular office hours.

If you wish to be notified of the decision of the Township of Horton on the proposed zoning by-law amendment, you must make a written request to the Township of Horton.

If a person or public body would otherwise have an ability to appeal the decision of the Township of Horton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Horton before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Horton before the by-law is passed by the Township of Horton, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. (Note: Bill 139, which makes amendments to the Planning Act of Ontario, came into effect April 3, 2018. Bill 139 replaces the Ontario Municipal Board with the Local Planning Appeal Tribunal, and make changes to the appeal system on planning decisions in Ontario.)

RETURN TO AGENDA

Other Applications

Consent applications B96/17(1)-B100/17(5) are also being considered with this application.

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

Dated at the Township of Horton this 18th day of December, 2018.



Ms. Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8
Telephone: (613) 432-6271
Email: hdillabough@hortontownship.ca

Township of Horton Key Map



Location of Amendment

RETURN TO AGENDA



Township of Horton
COUNCIL / COMMITTEE REPORT

Title: Consent Application B42/18(1) – B45/18(4) Adrian Schouten – Pinnacle Road Agent: Brian Whitehead, Jp2g	Date:	January 22, 2019
	Council/Committee:	Council/Planning Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Applications B42/18(1) – B45/18(4) – Adrian Schouten, upon the following conditions being met:

- A Registered Plan of Survey;
- A Zoning By-Law Amendment is required to rezone the severed lands from Commercial (C) to Residential 1 (R1);
- Favourable Comments from an Aggregate Impact Study for Applications B42/18(1) and B43/18(2);
- Applicant must enter into Consent Agreement with the Township;
- Lot Development fee of \$3824.00 be paid for each lot created;
- Favourable MDS1 Calculations;




BACKGROUND:

See attached the County of Renfrew's Consent Planning Report B42/18(1) – B45/18(4) – Adrian Schouten.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew, Brian Whitehead, Jp2g Consultants

Author:  signature **Other:** _____ signature
Treasurer:  signature **C.A.O.:**  signature

RETURN TO AGENDA

**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B42/18(1)**
2. APPLICANT: Adrian Schouten
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lots 16 & 17 CON.: 1 STREET: Hwy 60 & Pinnacle Road
5. PURPOSE: Creation of a new lot
6. OFFICIAL PLAN OF THE COUNTY OF RENFREW
Official Plan Designation(s):

<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
Rural	Rural	n/a
7. ZONING BY-LAW OF THE TOWNSHIP OF HORTON
(#2010-14) Zone (s):

Commercial (C)	Commercial (C)	n/a
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8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	4600 m ²	4050 (R1) m²	40 m	40 (R1) m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	36.87 ha	4050 (c) m²	577.50 m	35 (c) m

* Note: There are 4 concurrent applications for new lots. If all 4 lots are approved, the final retained lands will be 35.6 hectares in area with 457.5 metres of road frontage on Pinnacle Road.
9. SEVERANCE HISTORY
Number of new lots from original holding (1971) No previous severances
10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

Under Section 2.2(2), favourable Minimum Distance Separation calculations.

Under Section 13.3(3), favourable comments are received from the Township of Horton Public Works Department.
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed portion would contravene the By-law because,

It is zoned Commercial (C) which does not permit residential uses.

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

- 2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae
- 2.5.2.4 – Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use

4. **GENERAL PLANNING COMMENTS**

As indicated in Part B-Section 3 of this Report, the two Provincial land use planning issues are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations and the protection of mineral aggregate.

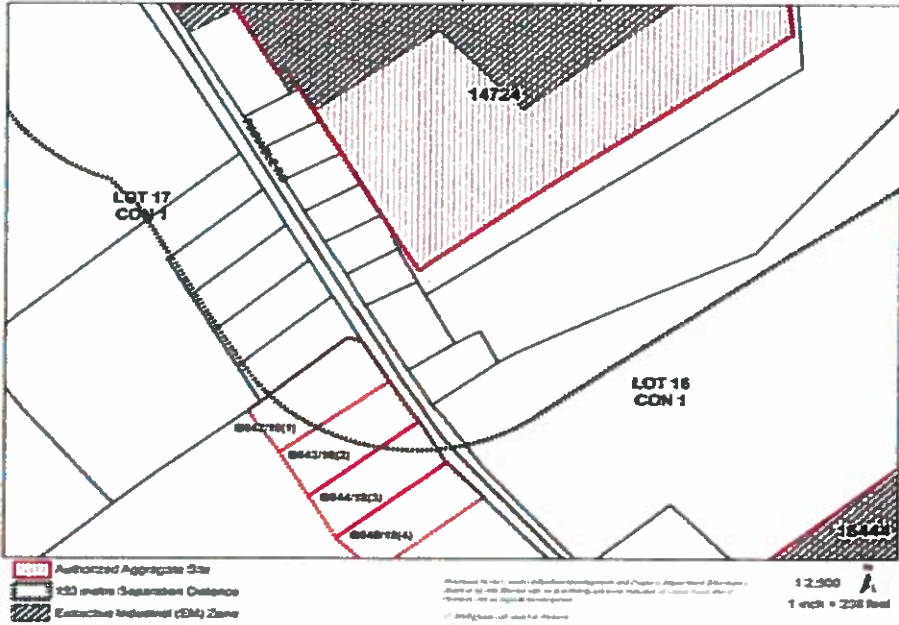
The Provincial Policy Statement (PPS), as well as the County of Renfrew and Township of Horton and Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **36 & 253 Pinnacle Road, 202 McBride Road, and 127 Kasaboski Road.**

If these barns contain livestock, or if they are capable of containing livestock, or if there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed severed lot.

The severed and retained lands are zoned Commercial (C) in the Township of Horton Zoning By-law which does not permit residential uses. A zoning by-law amendment is required to rezone the severed lands to Residential One (R1). The severed lot meets the requirements of minimum lot area and minimum lot frontage in the R1 Zone.

The proposed lot is within 150 metres of a licensed aggregate pit located in Part of Lot 17, Concession 1 to the north of the subject property. Approximately 75 metres in depth from the front lot line of the proposed lot falls within 150 metre separation distance. An Aggregate Impact Study, prepared by a qualified professional, is required to address the potential impact that the residential lot would have on the future extraction of the neighbouring aggregate resource. A zoning by-law amendment may be required depending on the results of the Aggregate Impact Study.

The boundary of the licensed aggregate site does not match the zoning for Extractive Industrial (EM) on the Township of Horton Zoning Schedule (as shown on the map to the right). In any update to the Township's Zoning By-law, the whole licensed area should be zoned Extractive Industrial (EM).



The severed lands have frontage on Pinnacle Road which is a Municipal Road. Section 13.3(3) of the Official Plan states that new development that proposes access to or fronts on a Municipal Road must satisfy all the requirements of the local municipality. Favourable comments are required regarding the suitability of the road for additional development.

Comments were submitted to the Township by a neighbour regarding these files concerning the water table level being affected with the creation of the new lots. However, the County of Renfrew has not received any comments.

5. RECOMMENDATIONS

(a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.

(b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

(c) The proposal may be acceptable when the following matters are addressed and resolved:

- Favourable Minimum Distance Separation (MDS 1) calculations.
- Favourable comments from the Township regarding road standards.
- A zoning by-law amendment is required to rezone the severed lands from Commercial (C) to Residential One (R1).
- An Aggregate Impact Study is submitted, and the results are favourable.

(d) Conditions to the giving of consent should be considered for the following:

- Registered Plan of Survey
- Zoning By-law Amendment: Rezone the severed lands from C to R1 ✕
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: January 15, 2019
Planner: Charles Cheesman, MCIP, RPP
Manager of Planning Services

**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B43/18(2)**
2. APPLICANT: Adrian Schouten
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lots 16 & 17 CON.: 1 STREET: Hwy 60 & Pinnacle Road
5. PURPOSE: Creation of a new lot
6. OFFICIAL PLAN OF THE COUNTY OF RENFREW
Official Plan Designation(s):

<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
Rural	Rural	n/a
7. ZONING BY-LAW OF THE TOWNSHIP OF HORTON
(#2010-14) Zone (s):

Commercial (C)	Commercial (C)	n/a
----------------	----------------	-----
8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	4100 m ²	4050 (R1) m²	40 m	40 (R1) m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	36.92 ha	4050 (c) m²	577.50 m	35 (c) m

* Note: There are 4 concurrent applications for new lots. If all 4 lots are approved, the final retained lands will be 35.6 hectares in area with 457.5 metres of road frontage on Pinnacle Road.
9. SEVERANCE HISTORY
Number of new lots from original holding (1971) No previous severances
10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

Under Section 2.2(2), favourable Minimum Distance Separation calculations.

Under Section 13.3(3), favourable comments are received from the Township of Horton Public Works Department.
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed portion would contravene the By-law because,

it is zoned Commercial (C) which does not permit residential uses.

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae

2.5.2.4 – Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use

4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this Report, the two Provincial land use planning issues are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations and the protection of mineral aggregate.

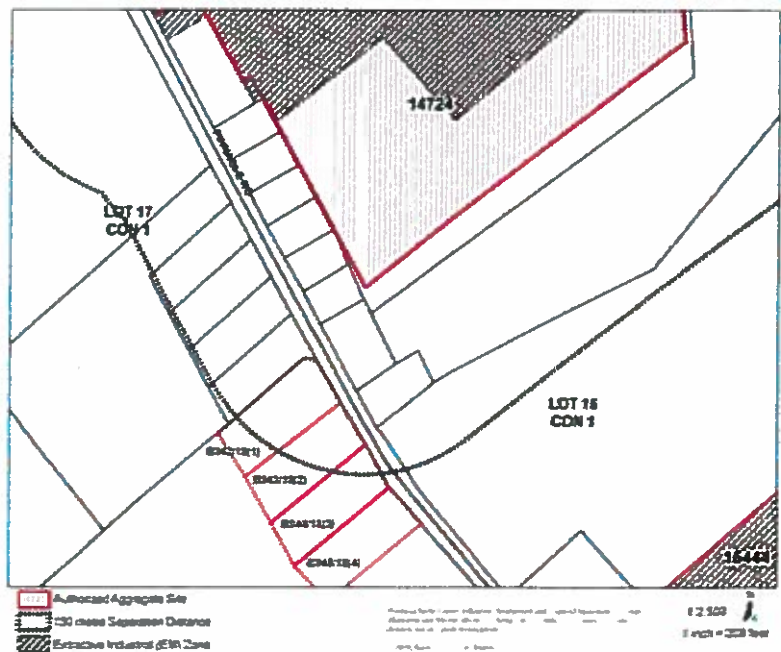
The Provincial Policy Statement (PPS), as well as the County of Renfrew and Township of Horton and Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **36 & 253 Pinnacle Road, 202 McBride Road, and 127 Kasaboski Road.**

If these barns contain livestock, or if they are capable of containing livestock, or if there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed severed lot.

The severed and retained lands are zoned Commercial (C) in the Township of Horton Zoning By-law which does not permit residential uses. A zoning by-law amendment is required to rezone the severed lands to Residential One (R1). The severed lot meets the requirements of minimum lot area and minimum lot frontage in the R1 Zone.

The proposed lot is within 150 metres of a licensed aggregate pit located in Part of Lot 17, Concession 1 to the north of the subject property. Approximately 50 metres in depth from the front lot line of the proposed lot falls within 150 metre separation distance. An Aggregate Impact Study, prepared by a qualified professional, is required to address the potential impact that the residential lot would have on the future extraction of the neighbouring aggregate resource. A zoning by-law amendment may be required depending on the results of the Aggregate Impact Study.

The boundary of the licensed aggregate site does not match the zoning for Extractive Industrial (EM) on the Township of Horton Zoning Schedule (as shown on the map to the right). In any update to the Township's Zoning By-law, the whole licensed area should be zoned Extractive Industrial (EM).



The severed lands have frontage on Pinnacle Road which is a Municipal Road. Section 13.3(3) of the Official Plan states that new development that proposes access to or fronts on a Municipal Road must satisfy all the requirements of the local municipality. Favourable comments are required regarding the suitability of the road for additional development.

Comments were submitted to the Township by a neighbour regarding these files concerning the water table level being affected with the creation of the new lots. However, the County of Renfrew has not received any comments.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.

- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

- (c) The proposal may be acceptable when the following matters are addressed and resolved:
 - Favourable Minimum Distance Separation (MDS 1) calculations.
 - Favourable comments from the Township regarding road standards.
 - A zoning by-law amendment is required to rezone the severed lands from Commercial (C) to Residential One (R1).
 - An Aggregate Impact Study is submitted, and the results are favourable.

- (d) Conditions to the giving of consent should be considered for the following:
 - Registered Plan of Survey
 - Zoning By-law Amendment: Rezone the severed lands from C to R1
 - Minor Variance:
 - Private Road Agreement:
 - Development Agreement:
 - Site Plan Control Agreement:
 - Notice on Title:
 - Shoreline Road Allowance Closure / Acquisition:
 - Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: January 15, 2019
Planner: Charles Cheesman, MCIP, RPP
Manager of Planning Services

Jan 2017



**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

- 1. FILE NO.: **B44/18(3)**
- 2. APPLICANT: Adrian Schouten
- 3. MUNICIPALITY: Township of Horton
- 4. LOT: Part Lots 16 & 17 CON.: 1 STREET: Hwy 60 & Pinnacle Road
- 5. PURPOSE: Creation of a new lot

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural	Rural	n/a
7. <u>ZONING BY-LAW OF THE TOWNSHIP OF HORTON</u> (#2010-14) Zone (s):	Commercial (C)	Commercial (C)	n/a

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	4100 m ²	4050 (R1) m²	40 m	40 (R1) m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	36.92 ha	4050 (c) m²	577.50 m	35 (c) m

* Note: There are 4 concurrent applications for new lots. If all 4 lots are approved, the final retained lands will be 35.6 hectares in area with 457.5 metres of road frontage on Pinnacle Road.

- 9. SEVERANCE HISTORY
Number of new lots from original holding (1971) No previous severances

- 10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

Under Section 2.2(2), favourable Minimum Distance Separation calculations.

Under Section 13.3(3), favourable comments are received from the Township of Horton Public Works Department.
- (c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed portion would contravene the By-law because,

it is zoned Commercial (C) which does not permit residential uses.

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae

4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this Report, the only Provincial land use planning issues is Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

The Provincial Policy Statement (PPS), as well as the County of Renfrew and Township of Horton and Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **36 & 253 Pinnacle Road, 202 McBride Road, and 127 Kasaboski Road.**

If these barns contain livestock, or if they are capable of containing livestock, or if there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed severed lot.

The severed lands have frontage on Pinnacle Road which is a Municipal Road. Section 13.3(3) of the Official Plan states that new development that proposes access to or fronts on a Municipal Road must satisfy all the requirements of the local municipality. Favourable comments are required regarding the suitability of the road for additional development.

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Comments were submitted to the Township by a neighbour regarding these files concerning the water table level being affected with the creation of the new lots. However, the County of Renfrew has not received any comments.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
- Favourable Minimum Distance Separation (MDS 1) calculations.
 - Favourable comments from the Township regarding road standards.
 - A zoning by-law amendment is required to rezone the severed lands from Commercial (C) to Residential One (R1).
- (d) Conditions to the giving of consent should be considered for the following:

RETURN TO AGENDA

- Registered Plan of Survey
- Zoning By-law Amendment: Rezone the severed lands from C to R1
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: January 15, 2019
Planner: Charles Cheesman, MCIP, RPP
 Manager of Planning Services

Jan 2017



**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

- 1. FILE NO.: **B45/18(4)**
- 2. APPLICANT: **Adrian Schouten**
- 3. MUNICIPALITY: **Township of Horton**
- 4. LOT: **Part Lots 16 & 17** CON.: **1** STREET: **Hwy 60 & Pinnacle Road**
- 5. PURPOSE: **Creation of a new lot**

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural	Rural	n/a
7. <u>ZONING BY-LAW OF THE TOWNSHIP OF HORTON</u> (#2010-14) Zone (s):	Commercial (C)	Commercial (C)	n/a

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	4100 m ²	4050 (R1) m²	40 m	40 (R1) m
Total, if Lot Addition	- m ²	- m ²	- m	- m
Retained	36.92 ha	4050 (c) m²	577.50 m	35 (c) m

* Note: There are 4 concurrent applications for new lots. If all 4 lots are approved, the final retained lands will be 35.6 hectares in area with 457.5 metres of road frontage on Pinnacle Road.

- 9. SEVERANCE HISTORY
Number of new lots from original holding (1971) No previous severances

- 10. BUILT-UP AREA Yes No

RETURN TO AGENDA

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

Under Section 2.2(2), favourable Minimum Distance Separation calculations.

Under Section 13.3(3), favourable comments are received from the Township of Horton Public Works Department.

Under Section 14.3(4), an additional two lots may be considered above the three lots initially permitted provided certain criteria are considered.

(c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

(a) The proposal appears to meet the requirements of the Zoning By-law.

(b) The severed portion would contravene the By-law because,

it is zoned Commercial (C) which does not permit residential uses.

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns

Concerns

Explanation of Concerns:

2.3.3.3 – new land uses, including the creation of new lots shall comply with the minimum distance separation formulae

4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this Report, the only Provincial land use planning issues is Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

The Provincial Policy Statement (PPS), as well as the County of Renfrew and Township of Horton and Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **36 & 253 Pinnacle Road, 202 McBride Road, and 127 Kasaboski Road.**

If these barns contain livestock, or if they are capable of containing livestock, or if there is manure storage on the property, an MDS 1 form must be completed for each livestock facility and/or manure storage and returned to our office to determine the minimum separation distance for the proposed severed lot.

The severed lands have frontage on Pinnacle Road which is a Municipal Road. Section 13.3(3) of the Official Plan states that new development that proposes access to or fronts on a Municipal Road must satisfy all the requirements of the local municipality. Favourable comments are required regarding the suitability of the road for additional development.

The severed and retained lands are zoned Commercial (C) in the Township of Horton Zoning By-law which does not permit residential uses. A zoning by-law amendment is required to rezone the severed lands to Residential One (R1). The severed lot meets the requirements of minimum lot area and minimum lot frontage in the R1 Zone.

If the three concurrent applications, B42/18(1), B43/18(2) and B44/18(3), are granted, this would be the 4th new lot created from the original holding (as of June 1, 1971). Under Section 14.3(4) of the Official Plan, an additional lot is permitted above the 3 lots normally considered, provided certain criteria are considered. These criteria are that the proposed lot does not conflict with abutting uses; does not lead to demand for increased municipal services; complete the development potential of the holding; does not create a concern with ribbon development; and that the lot can be adequately serviced with potable water and a private sewage disposal system. If Council has no concerns relating to section 14.3(4), the consent could be considered appropriate.

Comments were submitted to the Township by a neighbour regarding these files concerning the water table level being affected with the creation of the new lots. However, the County of Renfrew has not received any comments.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

(c) The proposal may be acceptable when the following matters are addressed and resolved:

- Favourable Minimum Distance Separation (MDS 1) calculations.
- Favourable comments from the Township regarding road standards.
- Favourable comments from Council regarding approval of a 4th new lot.
- A zoning by-law amendment is required to rezone the severed lands from Commercial (C) to Residential One (R1).

(d) Conditions to the giving of consent should be considered for the following:

- Registered Plan of Survey
- Zoning By-law Amendment: Rezone the severed lands from C to R1
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: January 15, 2019
Planner: Charles Cheesman, MCIP, RPP
 Manager of Planning Services



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B155/16(1) – B158/16(4) Goshen Road Adrian Schouten	Date:	January 22, 2019
	Council/Committee:	Council/Planning Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council agree to implement additional conditions on Consent Application B155/16(1) – B158/16(4) Schouten

- Results of Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the four lots;
- Results of the Planning Justification Study prepared by Jp2g Consultants shall be reflected in the Consent Agreement for the four lots;
- Consent Application B155/16 (1) requires a Zoning By-Law Amendment to implement a building setback of 27 metres from the crest of the slope on the adjacent property;

BACKGROUND:

See attached package provided by the County of Renfrew in response to the Slope Stability Report and the Planning Justification Report.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew and Brian Whitehead, Jp2g Consultants

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature

Department of
Development & Property



County of
Renfrew
Ontario . Canada
Experience Our History, Share Our Future!



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-3204
FAX: 613-735-2492
www.countyofrenfrew.on.ca

January 9, 2019

Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8

Dear Ms. Dillabough:

**Subject: Consent Applications B155/16(1)-B158/16(4) – Goshen Road
Part Lot 6, Concession 5
Township of Horton**

Further to previous reports completed for the above noted applications, we received a slope stability assessment completed by Morey Associates dated November 8, 2018. The assessment recommends a building setback of 27 metres on the lot proposed under Consent Application B155/16(1) from the crest of the slope on the adjacent property. It also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severance. Based on the recommendations, a zoning by-law amendment will be required to implement the construction setback. A development agreement will also be required. Both of these would be conditions to the granting of B155/16(1). We have attached a key map prepared by our office showing the location of the proposed severances and a Slope Setback Sketch prepared by Jp2g Consultants Inc.

A Planning Justification Report completed by Jp2g Consultants Inc. dated October 18, 2018 was submitted which supports the creation of a 6th new lot (Consent Application B158/16(4) as amended to increase the lot size to 1.5 acres). The Report recommended that:

- 1) Property owners should be notified that water softening by conventional sodium ion exchange may introduce undesirably high concentrations of sodium into the drinking water. Where ion exchange water softeners are used, a separate unsoftened water supply could be used for drinking and culinary purposes. Property owners should also be notified that elevated fluoride levels may exist in the area and to avoid any excessive exposure to fluoride from other sources.
- 2) Prior to the construction of a basement for future dwellings on the lot to be severed, a test pit should be dug to determine the depth of the water table. Basement foundations should be at a depth which is not less than 1.0 metre above the water table.
- 3) A detailed Lot Grading and Drainage Plan be prepared by a qualified engineer as a condition of consent approval.

Based on Resolution No. 2017-315, the condition for a Lot Grading and Drainage Plan should also apply to the current applications for consent (B155/16(1)-B157/16(3)).

RETURN TO AGENDA

Please indicate if the Township is in agreement with the above-noted approaches and the recommendations of the Planning Justification Report and the Slope Stability Assessment.

If you have any questions, please contact me at 613-735-3204, extension 426.

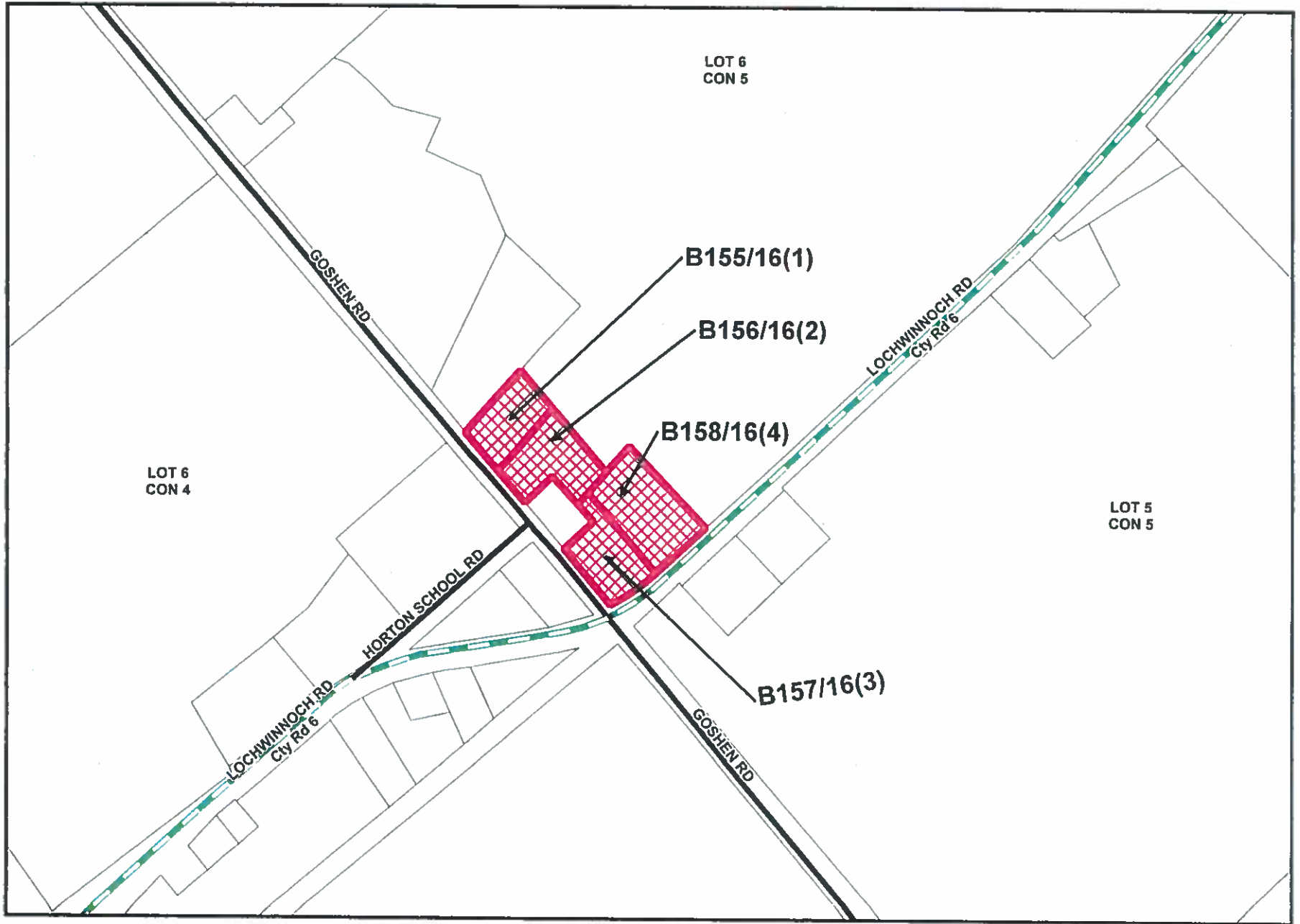
Sincerely,



Charles Cheesman, MCIP, RPP
Manager of Planning Services
Development & Property Department
ccheesman@countyofrenfrew.on.ca

c. Jp2g Consultants Inc.

X:\Planning\Data\MUNICIPAL\HORTON\Severances\2019\B155_16(1) to B158_16(4) Letter to Township.doc

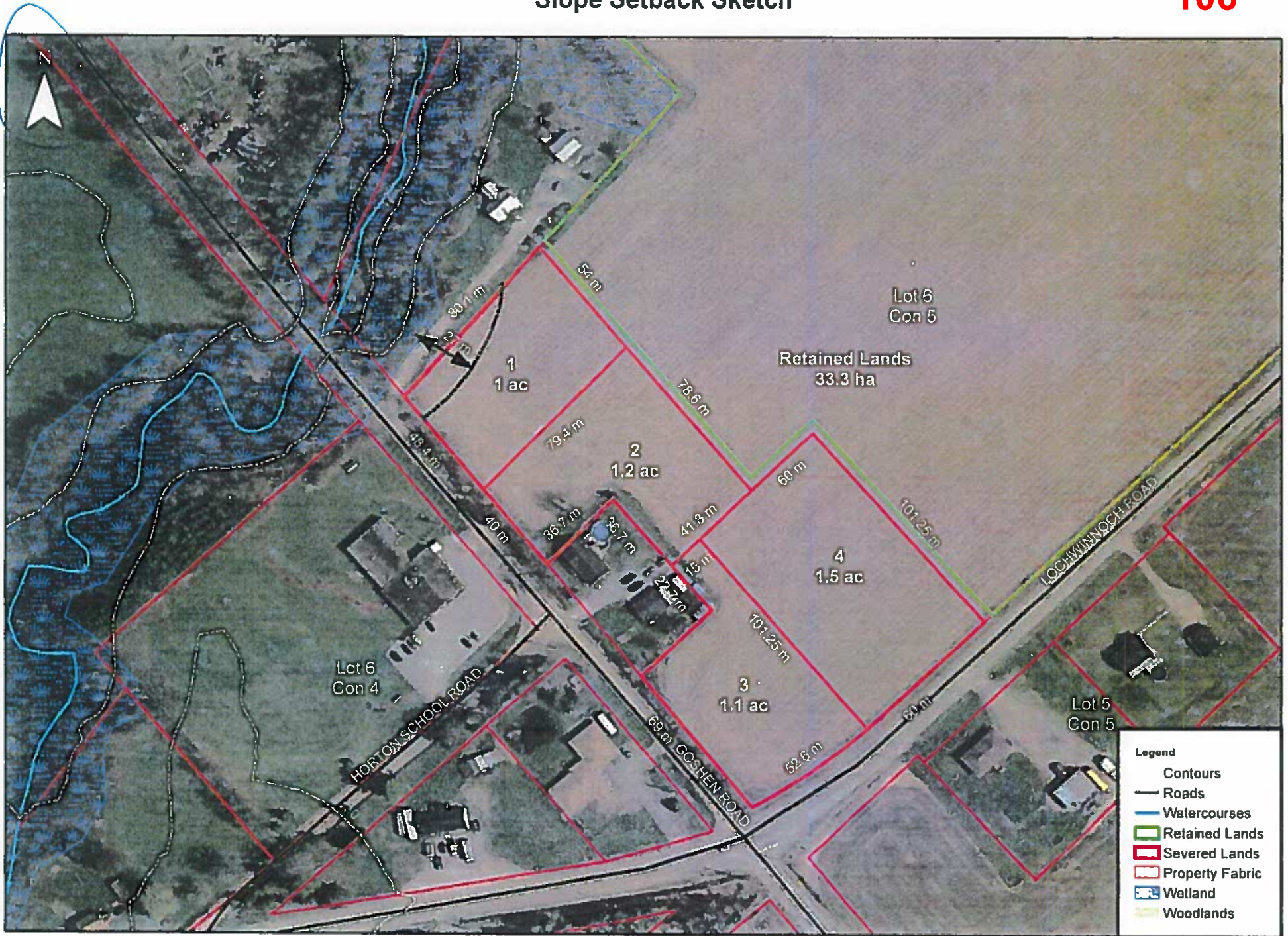


1 centimeter = 50 meters

KEY MAP

Township of HORTON

RETURN TO AGENDA



0 30 60 120 Meters

1:2,000

RETURN TO AGENDA



Jp2g Ref No. 17-7052H

November 23, 2018

NOV 23 2018

County of Renfrew,
Development and Property Department,
9 International Drive,
Pembroke, ON, K8A 6W5
Tel: (613) 735-3204
AZadow@countyofrenfrew.on.ca

Attention: Alana Zadow, Secretary-Treasurer

**Re: Consent Application File Nos. B155/16(1) to 158/16(4) – (1230381 Ontario Inc. - Schouten)
Part Lots 6, Concession 5, Township of Horton, County of Renfrew
Our Project No. 17-7029A**

Please accept this letter and the enclosed documents as supporting information for the Schouten Applications for Consent located within Part of Lots 6, Concession 5, in the Township of Horton. This submission is intended to address the outstanding comments contained in the Consent Planning Reports prepared for the proposed lots by the County of Renfrew Development and Property Department, as well as the requirements of the Township of Horton as contained in the Resolution of Council of the Township of Horton dated September 19, 2017. We are also requesting an amendment to Consent Application File No. B158/16(4) in order to increase the lot size of this proposed lot.

Enclosed is a copy of the following:

For Lot 1 B155/16(1) to Lot 4 B158/16(4):

- One (1) original and three (3) copies of a signed Authorization for Jp2g Consultants Inc. to act as the Agent for these Consent Applications;
- Four (4) copies of a Slope Stability Assessment, prepared by Morey Associates Ltd., November 8, 2018;
- Four (4) copies of a "Slope Setback" sketch showing the approximate location of a setback from the top of slope affecting Consent Application File No. B155/16(1).

For Lot 4 - B158/16(4):

- Three (3) copies of a Planning Justification Report prepared by Jp2g Consultants Inc., dated November 20, 2018 and a Hydrogeological Evaluation, prepared by Morey Associates Ltd. dated October 18, 2018 which is included as Appendix A;
- One (1) original and seven (7) copies of a signed Authorization for Jp2g Consultants Inc. to act as Agent for these Consent Applications;
- Eight (8) copies of a Small-Scale Sketch (8.5" x 11") for the proposed land severances showing an increase in lot size for proposed Lot 4 – B158(4);
- Eight (8) copies of a Large Scale Sketch (8.5" x 11") showing an increase in lot size for proposed Lot 4 – B158(4).;
- A cheque in the amount of \$300.00, payable to the County of Renfrew in order to cover the fee required by the County of Renfrew for the amendment to Consent Application File No. B158/18(4).

The following information is also provided in support of these applications for consent:

1. **Planning Justification Report:** The enclosed Planning Justification Report has been prepared for proposed Lot 4 – B158/16(4) in accordance with the policies of Section 14.3(5) of the County of Renfrew Official Plan. This Report includes a Hydrogeological Evaluation (with nitrate impact assessment) for Lot 4 to ensure the quality and quantity of potable water at the proposed lot meets

provincial standards. The proposed amendment to Consent Application File No. B158/16(4) to increase the proposed lot area from 1.0 acre to 1.5 acres is based on the recommendation of the hydrogeological assessment that an increased lot size will result in a low nitrate impact at the downgradient boundary thus ensuring that the proposed lot will comply with MOE guidelines.

2. **Slope Stability Assessment (geotechnical study)** was conducted for all the proposed lots. However, slopes subject to the assessment are located only on the north side of proposed Lot 1 (Consent Application File No. B155/16(1)). The slope stability assessment recommends a construction setback of 27 meters back from the crest of the slope on the adjacent property. The assessment also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severances.

The approximate location of this setback in relation to the proposed lot is shown on the attached Slope Setback Sketch for proposed Lot 1. The slope construction setback will be defined in the field and shown on a site plan for the proposed land severance of Lot 1 in accordance with the recommendations of the slope stability assessment. The site plan will be used to support an application for a site-specific zoning by-law amendment to require a 27-meter construction setback from the top of slopes on the adjacent lot. The site plan should also be included as a schedule to a development agreement between the Owner and the Township. The development agreement which should include a provision requiring that no fill materials be placed within the area of the construction setback. The site plan, rezoning and development agreement requirement should be implemented as conditions of approval for Consent Application File No. B155/16(1).

3. **County Roads and MTO Comments:** The applications for consent have been circulated to the County of Renfrew Engineering and Public Works Department and the Ministry of Transportation (MTO) for comments. Favourable comments on the proposed land severances have been received from the MTO. The County of Renfrew will require that future access to proposed lot B157/16(3) be via Goshen Road at a location a minimum distance of 15 meters from the northern property limit with Lochwinnoch Road, which is a County Road. The County of Renfrew Engineering and Public Works Department also requires all lands located within 13.0 meters of the existing center line of County Road 6 (Lochwinnoch Road) to be conveyed to the County for road widening purposes. This requirement will be implemented as a condition to the approval of Consent Application File No. B157/16(3) and B158/16(4). The County will also require a daylighting triangle at the intersection of Lochwinnoch Road and Goshen Road. This requirement can be implemented as a condition to the approval of Consent Application File No. B157/16(3).

Other comments and requirements listed in the Consent Planning Reports and the Resolution of Council of the Township of Horton dated September 17, 2017 can be implemented as conditions of consent approval. These include:

1. A Registered Plan of Survey;
2. A Consent Agreement with the Township of Horton in accordance with Sections 51(26) and 53(12) of the Planning Act;
3. A lot development fee of \$2,777.00, to the Township of Horton per lot created;
4. A lot grading and drainage plan for each lot prepared and approved by a qualified engineer retained by the Owner.

The only other outstanding matter to be addressed is the completion of the Minimum Distance Separation Forms (MDS I Data Sheets). The status of our MDS I Data Sheet review for the various properties located in the vicinity of the Goshen Road land severances is described in a separate submission from our office to the County of Renfrew dated November 14, 2018. Two property owners at 1588 Goshen Road and 1955 Lochwinnoch Road did not respond to our request for MDS I Data Sheet information. Based on a review of air photography and using a conservative estimate of livestock type and housing capacity based on barn size, our calculations indicate the livestock facilities and manure storage facilities at these two locations is less than the actual distances to the proposed severances. It is understood that County Staff will be consulting with Township Staff to verify our conclusions regarding the Minimum Distance Separation requirements for these proposed lots.



Subject to the County and Township's favourable review of the MDS I requirements and the information contained in this submission, it is understood that the County of Renfrew will be in a position to issue a decision regarding these consent applications.

Should you have any questions or require clarification with respect to any aspect of these files, please do not hesitate to contact our office.

Yours truly,
Jp2g Consultants Inc.
Engineers • Planners • Project Managers

A handwritten signature in black ink that reads "Brian Whitehead". The signature is written in a cursive style with a large, looped initial 'B'.

Brian Whitehead, MA, MCIP, RPP
Principal, Director of Planning

Cc. via email:
1230381 Ontario Inc. (Adrian Schouten)
Hope Dillabough, CAO/Clerk, Township of Horton



2672 Highway 43, PO Box 184
Kemptville, Ontario, K0G 1J0
T:613-215-0605 • F:613-258-0605

November 8, 2018

File: 018559

Jp2g Consultants Inc.
12 International Drive
Pembroke, Ontario
K8A 6W5

Attention: Mr. Khulsan Ahmad Khan

RE: SLOPE STABILITY ASSESSMENT
PROPOSED FOUR LOT SEVERANCES
GOSHEN ROAD AND LOCHWINNOCH ROAD, TOWNSHIP OF HORTON
COUNTY OF RENFREW, ONTARIO

Dear Sirs:

This letter provides the results of a slope stability assessment carried out for the slopes at the above noted proposed lot severances. The purpose of the assessment was to observe the condition of the slopes at the site and based on the observations made and subsequent analysis to provide guidelines for adequate slope crest setback distances for the construction of single family dwellings at the proposed severed lots.

PROJECT DESCRIPTION AND BACKGROUND

For discussion purposes the subject proposed lot severances are considered to exist on the east side of Goshen Road and the north side of Lochwinnoch Road. Three of the proposed four lot severances, lots 1, 2 and 3 are located on the east side of Goshen Road and the remaining proposed lot severance, lot 4, is located on the north side of Lochwinnoch Road. The proposed lot severances are shown as lots 1, 2, 3 and 4 on the site plan provided by Jp2g Consultants Inc. in the attached Appendix A.

The slopes subject for this assessment are located at the north side of proposed lot 1. For discussion purposes the subject slopes are referenced as Lot 1 slopes.

The field work for this assessment was carried out by a member of our engineering staff on November 7, 2018 at which time the heights and inclinations of the higher more visually unstable subject slopes were measured using a hand clinometer and level, and shallow test pits were put down within the slopes using hand excavating equipment to check the soil conditions comprising



the slopes. The state of erosion of the slopes and any evidence of slope instability was visually assessed.

OBSERVATIONS AND RESULTS

The results of the slope measurements indicate the Lot 1 slopes are typically some 10 metres high and inclined at some 28 degrees to the horizontal. Evidence of active slope erosion at the toe of the slopes was observed. Some evidence of slope instability was observed in the form of previous slope failure scars.

The results of the above mentioned test pits put down within the subject slopes indicate that the slopes consist of silty clay.

ANALYSIS AND SLOPE SETBACK REQUIREMENTS

Using the slope measurement data obtained, the factor of safety of the existing higher/steeper Lot 1 slopes were evaluated based on the results of computer analyses and laboratory testing previously carried out by the MNR for sensitive silty clay slopes in the Ottawa River Valley area. The results of the above mentioned MNR analysis were provided in a factor of safety versus slope height and inclination chart. The slopes were assumed to be fully saturated for the purpose of this evaluation.

Based on the above information, the minimum factor of safety for the higher/steeper Lot 1 slopes is indicated to be about 1.0.

The Ministry of Natural Resources (MNR) requires that slope set back distances for development considerations be determined as the sum of a safe slope setback distance, toe erosion allowance setback distance plus a slope erosion access allowance. The distance back of the slope crest at which a slope with a minimum factor of safety value of 1.5 could fail is generally considered to indicate an acceptable/safe level of stability where failure of a slope could endanger a dwelling or other structure. The MNR indicates that a toe erosion allowance should be provided for slopes where erosion of the slope due to the presence of a water body/watercourse exists in close proximity of the toe of the slope. The erosion access allowance required by the MNR is 6 metres.

The MNR safe slope setback distance is the distance measured from the slope toe to back of the slope crest at which a factor of safety against failure of 1.5 is calculated. As it is typically more straightforward to determine in the field a distance measured back of the crest of a slope, the safe slope setback distance with respect to the existing crest of the subject slopes is given below. For the Lot 1 slopes the safe slope setback distance has been calculated as 13 metres back of the slope crest.

Active erosion at the slope toe for the Lot 1 slopes was observed. The MNR indicates that slopes consisting of silty clay material with evidence of active erosion should be provided with a minimum toe erosion allowance of 8 metres.

Based on the above, the setback distances for construction for the Lot 1 slopes are indicated to be 27 metres measured back from the crest of the slopes.



Jp2g Consultants Inc.
Slope Stability Assessment
Proposed Lot Severances
Goshen and Lochwinnoch Roads
Township of Horton, Ontario

File: 018559
November 8, 2018


To ensure that the factor of safety of the subject slopes is not reduced, no fill materials should be placed within the construction setback distances given above.

It is considered that the above construction slope setback distance should be indicated on a site plan for the proposed lot severances. For field location of the crest of the slopes, from which the slope setbacks should be measured, the crest of the slopes can be taken as the point where the ground surface of the tableland beings to slope downward at an inclination of 5 horizontal to 1 vertical. As an alternate, the crest of the subject slopes could be staked in the field by Morey Associates Ltd. then the location of those stakes surveyed and presented on a site plan for the subject proposed lot severances. It is considered that the determination of the slope crests in the field, surveying the location of the slope crests and preparation of the proposed lot severance plans showing the construction setback distance should be carried out by an Ontario Land Surveyor and/or a Professional Engineer.

We trust the above information is sufficient for your present purposes. If you have any questions concerning this letter please do not hesitate to contact our office.

Yours truly,

Morey Associates Ltd.


C. R. Morey, M. Sc. (Eng.), P. Eng.



Attachments: Appendix A

File: 018559



APPENDIX A

SITE PLAN

PROVIDED BY JP2G CONSULTANTS INC.



0 37.5 75 150 Meters

1:2,000

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B159/16(1) – B162/16(4) Pastway Road Adrian Schouten	Date:	January 22, 2019
	Council/Committee:	Council/Planning Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

THAT Planning Committee and Council agree to implement additional conditions on Consent Application B160/16(2) Schouten:

- Results of Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the lot;
- A Zoning By-Law Amendment is required to implement a building setback of 37 metres on the lot;

AND THAT Council acknowledge the amendment to Application B161/16(3);

AND FURTHER THAT Council acknowledge the proposal to abandon Consent Applications B159/16(1) and B162/16(4).

BACKGROUND:

See attached package provided by the County of Renfrew in response to the Slope Stability Report and additional information provided by the Agent of the application.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew and Brian Whitehead, Jp2g Consultants

Author: 
signature

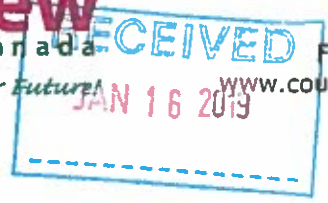
Other: _____
signature

Treasurer: 
signature

C.A.O. 
signature



Department of
Development & Property



January 9, 2019

Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8

Dear Ms. Dillabough:

**Subject: Consent Applications B159/16(1)-B162/16(4) – Pastway Road
Part Lot 6, Concession 5
Township of Horton**

Further to previous reports completed for the above noted applications, we received a slope stability assessment completed by Morey Associates dated November 8, 2018. The assessment recommends a building setback of 37 metres on the lot proposed under Consent Application B160/16(2) from the crest of the slope on the adjacent property. It also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severance. Based on the recommendations, a zoning by-law amendment will be required to implement the construction setback by rezoning the lands within the construction setback from Rural (RU) to Environmental Protection (EP). A development agreement will also be required. Both of these would be conditions to the granting of B160/16(2). We have attached a key map prepared by our office showing the location of the proposed severances and a Slope Setback Sketch prepared by Jp2g Consultants Inc.

The applicant is proposing to amend Consent Application B161/16(3) and move it to the southwest of B160/16(2) which they have shown on the enclosed sketch. We will re-circulate the amended application to the municipality, the public and required agencies.

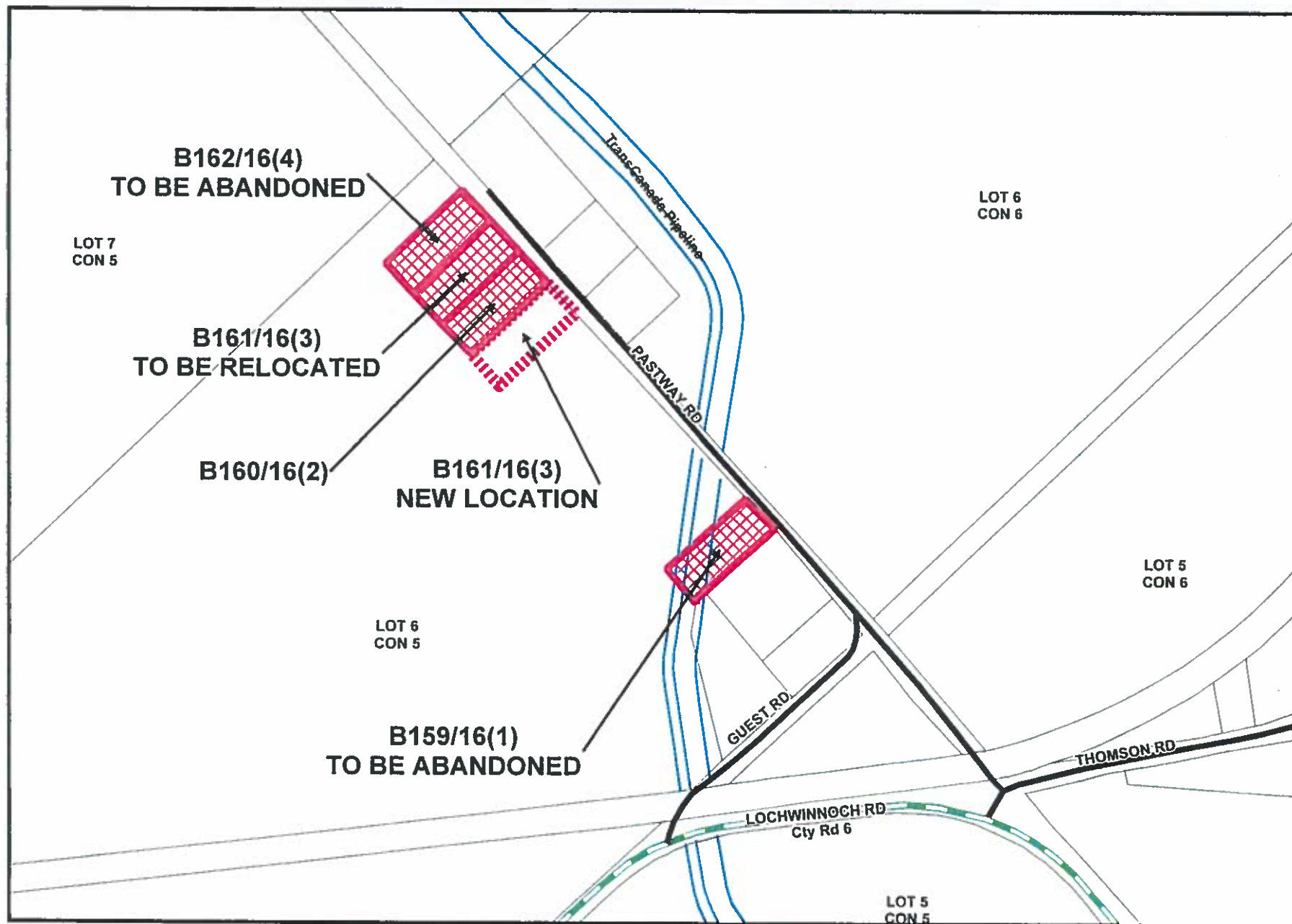
The applicant is proposing to abandon Consent Applications B159/16(1) and B162/16(4).

Please indicate if the Township is in agreement with the above-noted approaches and the recommendations of the Slope Stability Assessment.

If you have any questions, please contact me at 613-735-3204, extension 426.

Sincerely,

Charles Cheesman, MCIP, RPP
Manager of Planning Services
Development & Property Department
ccheesman@countyofrenfrew.on.ca
encl.
c. Jp2g Consultants Inc.



KEY MAP



1 centimeter = 50 meters

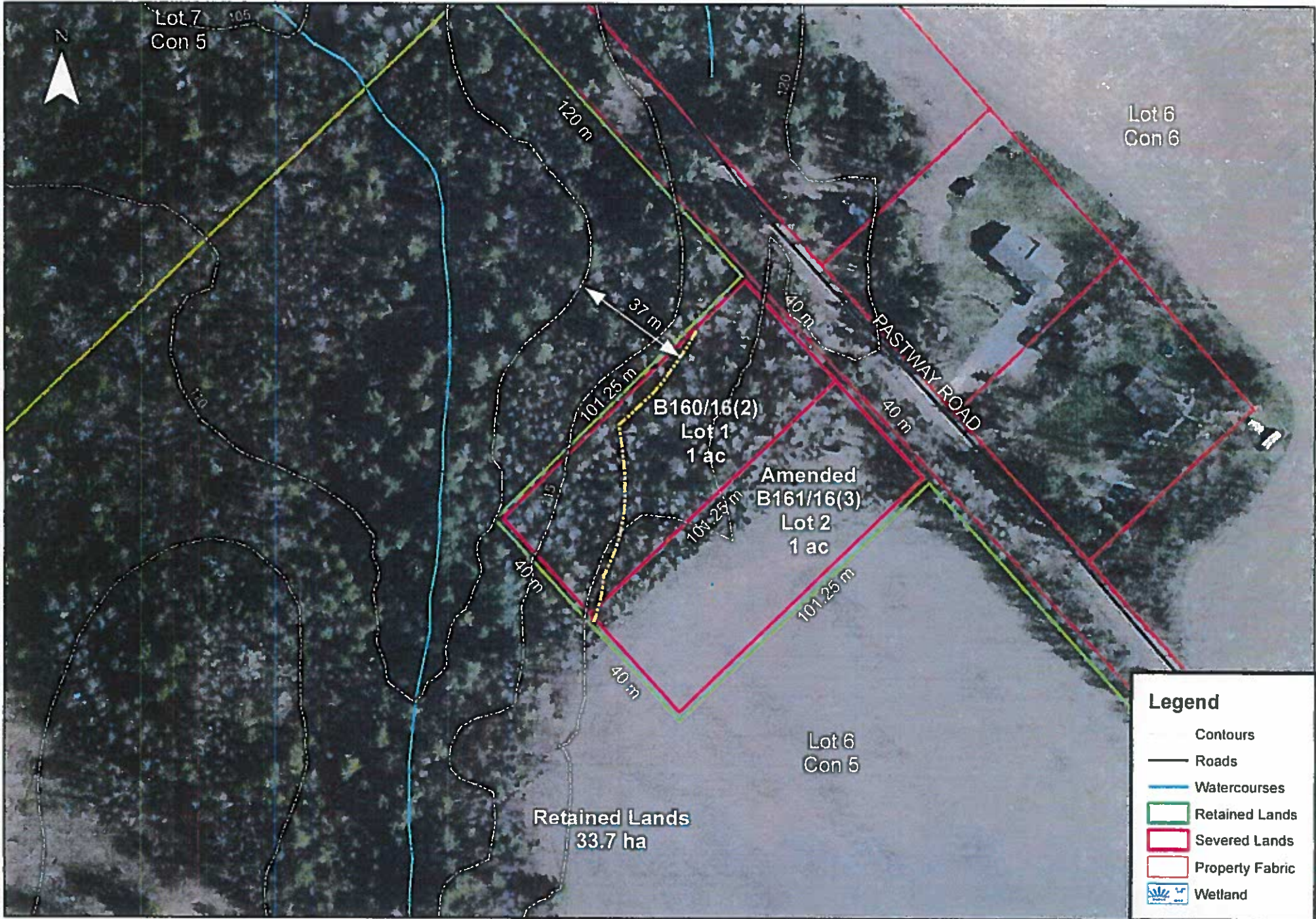
Township of HORTON

RETURN TO AGENDA

Slope Setback Sketch

DEC 11 2018

118



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0 25 50 100 Meters

RETURN TO AGENDA

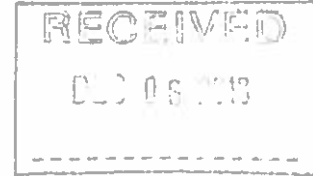
November 2018



Jp2g Ref No. 17-7052A

December 5, 2018

County of Renfrew,
Development and Property Department,
9 International Drive,
Pembroke, ON, K8A 6W5
Tel: (613) 735-3204
AZadow@countyofrenfrew.on.ca



Attention: Alana Zadow, Secretary-Treasurer

**Re: Consent Application File Nos. B159/16(1) to 162/16(4) – (1230381 Ontario Inc. - Schouten),
Part Lot 6, Concession 5, Township of Horton, County of Renfrew
Our Project No. 17-7052A**

Please accept this letter and the enclosed documents as supporting information for the Schouten Applications for Consent located within Part of Lot 6, Concession 5, in the Township of Horton. This submission is intended to address the outstanding comments contained in the Consent Planning Reports prepared for the proposed lots by the County of Renfrew Development and Property Department, as well as the requirements of the Township of Horton as contained in the Resolution of Council of the Township of Horton dated September 19, 2017. We are also requesting an amendment to Consent Application File No. B161/16(3) in order to modify the location of the proposed lot based on findings from the Slope Stability Assessment that was completed for consent application file numbers B160/16(2) and B161/16(3).

Enclosed is a copy of the following:

For Lot 1 B159/16(1) to Lot 4 162/16(4):

- One (1) original and three (3) copies of a signed Authorization for Jp2g Consultants Inc. to act as the Agent for these Consent Applications;

For Lot 2 (Now Lot 1) – B160/16(2)

- One (1) copy of a Slope Stability Assessment, prepared by Morey Associates Ltd., dated November 8, 2018;
- One (1) copy of a "Slope Setback" sketch showing the approximate location of a setback from the top of slope affecting Consent Application File No. B160/16(2).

For Lot 3 (Now Lot 2) – Amended B161/16(3):

- One (1) original and seven (7) copies of a signed Authorization for Jp2g Consultants Inc. to act as Agent for this application;
- Eight (8) copies of a Small Scale Sketch (8.5" x 11") prepared by Jp2g Consultants Inc.;
- Eight (8) copies of a Large Scale Sketch (8.5" x 11") prepared by Jp2g Consultants Inc.;
- A cheque in the amount of \$500.00, payable to the County of Renfrew in order to cover the amended application fee.
- Two (2) copies of a Slope Stability Assessment, prepared by Morey Associates Ltd., dated November 8, 2018;
- Two (2) copies of a "Slope Setback" sketch showing the approximate location of a setback from the top of slope affecting Consent Application File No. B160/16(2).

The following information is also provided in support of applications for consent file numbers B160/16(2) and amended B161/16(3):

1. **Pre-Consultation:** Jp2g Consultants Inc. pre-consulted with the Township of Horton regarding the status of Consent Application File Nos. B159/16(1) to B162/16(4) at a meeting of Council and the Planning Committee on July 17, 2018. Although Consent Application File No. B159/16(1) was approved by Resolution No. 2017-316, Jp2g advised the Planning Committee and Council that the proposed lot has constraints related to lot drainage. An objection has been received from the adjacent property owner concerning drainage and standing water was identified on the property during a site visit by Jp2g Staff. The proposed lot also has development constraints due to its proximity to the Trans Canada Pipeline. A suitable building area may be present on this lot subject to favourable engineering work. Alternatively, Consent Application File No. B159/16(1) could be abandoned. Jp2g requested that Council re-consider their refusal of two of the three lots proposed by Consent Application File Nos. B160(2) to B162/16(4) subject to a favourable Slope Stability Assessment (geotechnical study). The geotechnical study would also support an application for zoning by-law amendment to permit the proposed lots. Council and the Planning Committee had no objection to our proposal to reconsider Lot 2 (now Lot 1) – B160/16(2) and Lot 3 (now Lot 2) – B161/16(3). Upon approval of Consent Application File No. B160/16(2) and B161/16(3), Consent Application File No. B159/16(1) and B162/16(4) will be abandoned. Alternatively, these lots could be abandoned as a condition of consent for B160/16(2) and B161/16(3).

2. **Slope Stability Assessment (geotechnical study):** A Slope Stability Assessment was conducted for proposed Lots 1 and 2 (B160/16(2) and B161/16(3) respectively). However, slopes subject to the assessment are located only on the west and north sides of proposed Lot 2 (B161/16(3)). The slope stability assessment recommends a construction setback of 37 meters back from the crest of the slopes. The assessment also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severances.

Based on the slope stability assessment, there would not be a suitable building envelope on Lot 2 (B161/16(3)) in its current location. It is therefore requested that consent application file no. B161/16(3) be amended by relocating proposed Lot 2 to the south side of Lot 1 (B160/16(2)) as shown on the enclosed Slope Setback Sketch. This sketch also shows the approximate location of the setback in relation to the proposed lots. The slope construction setback will be defined in the field and shown on a site plan for the proposed land severance of Lot 1 in accordance with the recommendations of the slope stability assessment. The site plan will be used to support an application for a site-specific zoning by-law amendment to require a 37-meter construction setback from the top of slopes located on the retained lands. The site plan should also be included as a schedule to a development agreement between the Owner and the Township. The development agreement should also include a provision requiring that no fill materials be placed within the area of the construction setback. The site plan, rezoning and development agreement requirement should be implemented as conditions of approval for Consent Application File No. B160/16(2).

3. **Environmental Protection:** Proposed lots B160/16(2) and B161/16(3) are partially designated as an Environmental Protection Area on Schedule "A" Township of Horton Enlargement to the County of Renfrew Official Plan and are zoned as Environmental Protection on Schedule "A" to the Township of Horton Zoning By-Law. This designation/zone follows the watercourse located over the subject lands and is designated/zoned as an Environmental Protection Area due to the steep slopes located along the watercourse which are a physical hazard to development. As mentioned above, a slope stability assessment has been completed for the proposed lots, the results of which recommend a 37 metre setback from the crest of the slope. Lands within the 37 metre setback on the proposed lots should be rezoned to Environmental Protection to prohibit future development within this area and the lands located outside the 37 metre setback on the proposed lots should remain/be rezoned to Rural (RU). The re-zoning should be implemented as a condition of approval for Consent Application File No. B160/16(2) and B161/16(3) and should address the criteria listed in Section 8.3 (3) of the County Official Plan for the local Council to consider a rezoning without the need for an Official Plan Amendment to allow uses and development permitted in the abutting designation.

4. **Trans Canada Pipeline Comments:** The applications for consent will need to be circulated to the Trans Canada Pipeline for comments. Favorable comments will be required.

Other comments and requirements listed in the Consent Planning Reports and the Resolution of Council of the Township of Horton dated September 17, 2017 can be implemented as conditions of consent approval. These include:

1. A Registered Plan of Survey;
2. A Consent Agreement with the Township of Horton in accordance with Sections 51(26) and 53(12) of the Planning Act;
3. A lot development fee of \$3,777.00, to the Township of Horton per lot created;
4. A lot grading and drainage plan for each lot prepared and approved by a qualified engineer retained by the Owner.

The only other outstanding matter to be addressed is the completion of the Minimum Distance Separation Forms (MDS I Data Sheets). The status of our MDS I Data Sheet review for the various properties located in the vicinity of the Pastway Road land severances is described in a separate submission from our office to the County of Renfrew dated November 14, 2018. Two property owners at 1955 Lochwinnoch Road and Con 6 W PT Lot 3 did not respond to our request for MDS I Data Sheet information. Based on a review of aerial photography, the livestock facilities and manure storage on these properties are located greater than 1 km from the proposed severances. Due to the large distance between these facilities and the proposed severances, it is not anticipated that the required setbacks from the manure storage and livestock facilities will exceed 1 km.

We received the forms back from the other property owners and based on a review of air photography and using a conservative estimate of livestock type and housing capacity based on barn size, our calculations indicate that the minimum distance from the livestock facility and manure storage facility on the 2963 Thomson Road, 1588 Goshen Road, 1783 Goshen Road and 1934 Lochwinnoch Road properties are less than the actual distances to the proposed severances. It is understood that County Staff will be consulting with Township Staff to verify our conclusions regarding the Minimum Distance Separation requirements for these proposed lots.

Subject to the County and Township's favourable review of the MDS I requirements and the information contained in this submission in addition to favourable comments from the Trans Canada Pipeline, it is understood that the County of Renfrew will be in a position to issue a decision regarding these consent applications.

Should you have any questions or require clarification with respect to any aspect of these files, please do not hesitate to contact our office.

Yours truly,
Jp2g Consultants Inc.
Engineers • Planners • Project Managers



Brian Whitehead, MA, MCIP, RPP
Principal, Director of Planning

cc 1230381 Ontario Inc. (Adrian Schouten)
Hope Dillabough, CAO/Clerk, Township of Horton



2672 Highway 43, PO Box 184
Kemptville, Ontario, K0G 1J0
T:613-215-0605 • F:613-258-0605

November 8, 2018

File: 018558

Jp2g Consultants Inc.
12 International Drive
Pembroke, Ontario
K8A 6W5

Attention: Mr. Khulsan Ahmad Khan

RE: SLOPE STABILITY ASSESSMENT
PROPOSED TWO LOT SEVERANCES
PASTWAY ROAD, TOWNSHIP OF HORTON
COUNTY OF RENFREW, ONTARIO

Dear Sirs:

This letter provides the results of a slope stability assessment carried out for the slopes at the above noted proposed lot severances. The purpose of the assessment was to observe the condition of the slopes at the site and based on the observations made and subsequent analysis to provide guidelines for adequate slope crest setback distances for the construction of single family dwellings at the proposed severed lots.

PROJECT DESCRIPTION AND BACKGROUND

For discussion purposes the subject proposed lot severances are considered to exist on the west side of Pastway Road. The proposed lot severances are shown as lot 1 and lot 2 on the site plan provided by Jp2g Consultants Inc. in the attached Appendix A.

The slopes subject for this assessment are located at the west and north sides of proposed lot 2. For discussion purposes the subject slopes are referenced as Lot 2 slopes.

The field work for this assessment was carried out by a member of our engineering staff on November 7, 2018 at which time the heights and inclinations of the higher more visually unstable subject slopes were measured using a hand clinometer and level, and shallow test pits were put down within the slopes using hand excavating equipment to check the soil conditions comprising the slopes. The state of erosion of the slopes and any evidence of slope instability was visually assessed.



OBSERVATIONS AND RESULTS

The results of the slope measurements indicate the Lot 2 slopes are typically some 18 metres high and inclined at some 25 degrees to the horizontal. Evidence of active slope erosion at the toe of the slopes was observed. Some evidence of slope instability was observed in the form of previous slope failure scars.

The results of the above mentioned test pits put down within the subject slopes indicate that the slopes consist of silty clay.

ANALYSIS AND SLOPE SETBACK REQUIREMENTS

Using the slope measurement data obtained, the factor of safety of the existing higher/steeper Lot 2 slopes were evaluated based on the results of computer analyses and laboratory testing previously carried out by the MNR for sensitive silty clay slopes in the Ottawa River Valley area. The results of the above mentioned MNR analysis were provided in a factor of safety versus slope height and inclination chart. The slopes were assumed to be fully saturated for the purpose of this evaluation.

Based on the above information, the minimum factor of safety for the higher/steeper Lot 2 slopes is indicated to be about 1.0.

The Ministry of Natural Resources (MNR) requires that slope set back distances for development considerations be determined as the sum of a safe slope setback distance, toe erosion allowance setback distance plus a slope erosion access allowance. The distance back of the slope crest at which a slope with a minimum factor of safety value of 1.5 could fail is generally considered to indicate an acceptable/safe level of stability where failure of a slope could endanger a dwelling or other structure. The MNR indicates that a toe erosion allowance should be provided for slopes where erosion of the slope due to the presence of a water body/watercourse exists in close proximity of the toe of the slope. The erosion access allowance required by the MNR is 6 metres.

The MNR safe slope setback distance is the distance measured from the slope toe to back of the slope crest at which a factor of safety against failure of 1.5 is calculated. As it is typically more straightforward to determine in the field a distance measured back of the crest of a slope, the safe slope setback distance with respect to the existing crest of the subject slopes is given below. For the Lot 2 slopes the safe slope setback distance has been calculated as 23 metres back of the slope crest.

Active erosion at the slope toe for the Lot 2 slopes was observed. The MNR indicates that slopes consisting of silty clay material with evidence of active erosion should be provided with a minimum toe erosion allowance of 8 metres.

Based on the above, the setback distance for construction for the Lot 2 slopes is indicated to be 37 metres measured back from the crest of the slopes.

To ensure that the factor of safety of the subject slopes is not reduced, no fill materials should be placed within the construction setback distance given above.



It is considered that the above construction slope setback distance should be indicated on a site plan for the proposed lot severances. For field location of the crest of the slopes, from which the slope setbacks should be measured, the crest of the slopes can be taken as the point where the ground surface of the tableland beings to slope downward at an inclination of 5 horizontal to 1 vertical. As an alternate, the crest of the subject slopes could be staked in the field by Morey Associates Ltd. then the location of those stakes surveyed and presented on a site plan for the subject proposed lot severances. It is considered that the determination of the slope crests in the field, surveying the location of the slope crests and preparation of the proposed lot severance plans showing the construction setback distance should be carried out by an Ontario Land Surveyor and/or a Professional Engineer.

We trust the above information is sufficient for your present purposes. If you have any questions concerning this letter please do not hesitate to contact our office.

Yours truly,

Morey Associates Ltd.

C. R. Morey, M. Sc. (Eng.), P. Eng.



Attachments: Appendix A

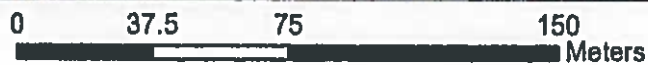
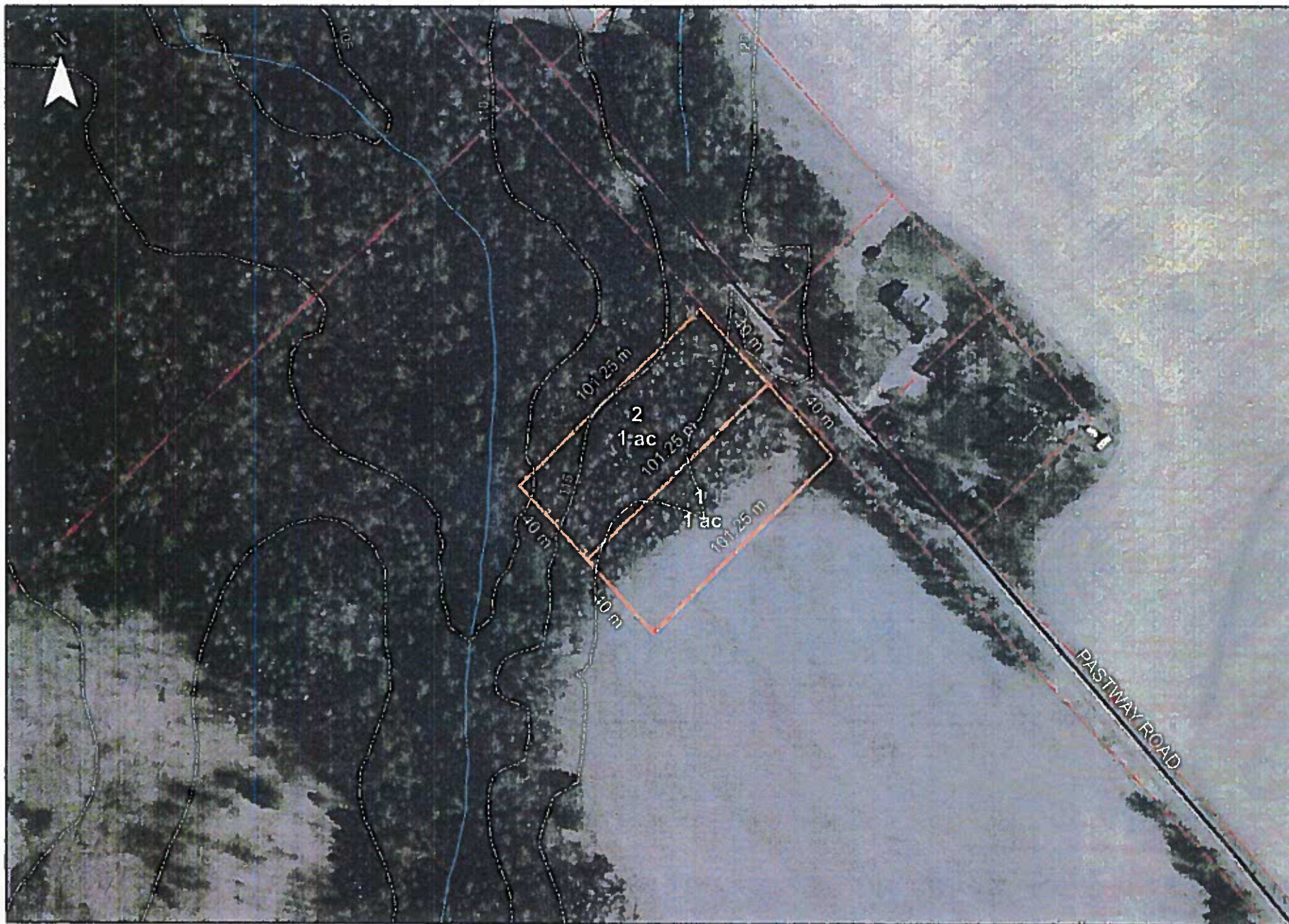
File: 018558



APPENDIX A

SITE PLAN

PROVIDED BY JP2G CONSULTANTS INC.



1:2,000

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Township of Horton COUNCIL / COMMITTEE REPORT

Title: Consent Application B163/16(1) – B167/16(5) B168/16(1) – B172/16(5) Thomson Road Adrian Schouten	Date:	January 22, 2019
	Council/Committee:	Council/Planning Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

THAT Planning Committee and Council agree to implement additional conditions on Consent Application B165/16(3), B167/16(5) and B172/16(5) Schouten:

- Results of Slope Stability Assessment prepared by Morey Associates shall be reflected in the Consent Agreement for the lots;
- A Zoning By-Law Amendment is required to implement building setbacks for each lot described above;

BACKGROUND:

See attached package provided by the County of Renfrew in response to the Slope Stability Report and additional information provided by the Agent of the application.


ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew and Brian Whitehead, Jp2g Consultants

Author: 
signature

Other: _____
signature

Treasurer: 
signature

C.A.O.: 
signature

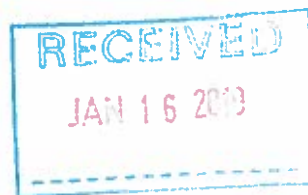
Department of
Development & Property



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-3204
FAX: 613-735-2492
www.countyofrenfrew.on.ca

January 9, 2019

Hope Dillabough, CAO/Clerk
Township of Horton
2253 Johnston Road
R.R. #5
RENFREW, ON K7V 3Z8



Dear Ms. Dillabough:

**Subject: Consent Applications B163/16(1)-B167/16(5) and B168/16(1)-
B172/16(5) – Thomson Road
Part Lot 4, Concession 6
Township of Horton**

Further to previous reports completed for the above noted applications, we received a slope stability assessment completed by Morey Associates dated November 8, 2018. The assessment recommends a building setback of 29 metres on the lot proposed under Consent Application B165/16(3), a building setback of 37 metres the lot proposed under Consent Application B167/16(5), and a building setback of 18 metres on the lot proposed under B172/16(5). All the setbacks are measured from the crests of the nearby slopes. The assessment also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setbacks be indicated on a site plan for each of the proposed land severances. We have attached a key map prepared by our office showing the locations of the proposed severances and a Slope Setback Sketch prepared by Jp2g Consultant's Inc.

Based on the recommendations, a zoning by-law amendment will be required to implement the construction setbacks. A development agreement will also be required. Both of these would be conditions to the granting of B165/16(3), B167/16(5) and B172/16(5).

Consent Applications B163/16(1), B164/16(2), B168/16(1), B169/16(2), and B170/16(3) will be abandoned as per the Council Resolution dated September 19, 2017.

Also per that resolution, the Township will require a lot grading and drainage plan to be prepared and approved by a qualified engineer for each lot. Please indicate if the Township is in agreement with the above-noted approaches and the recommendations of the Slope Stability Assessment.

If you have any questions, please contact me at 613-735-3204, extension 426.

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Sincerely,



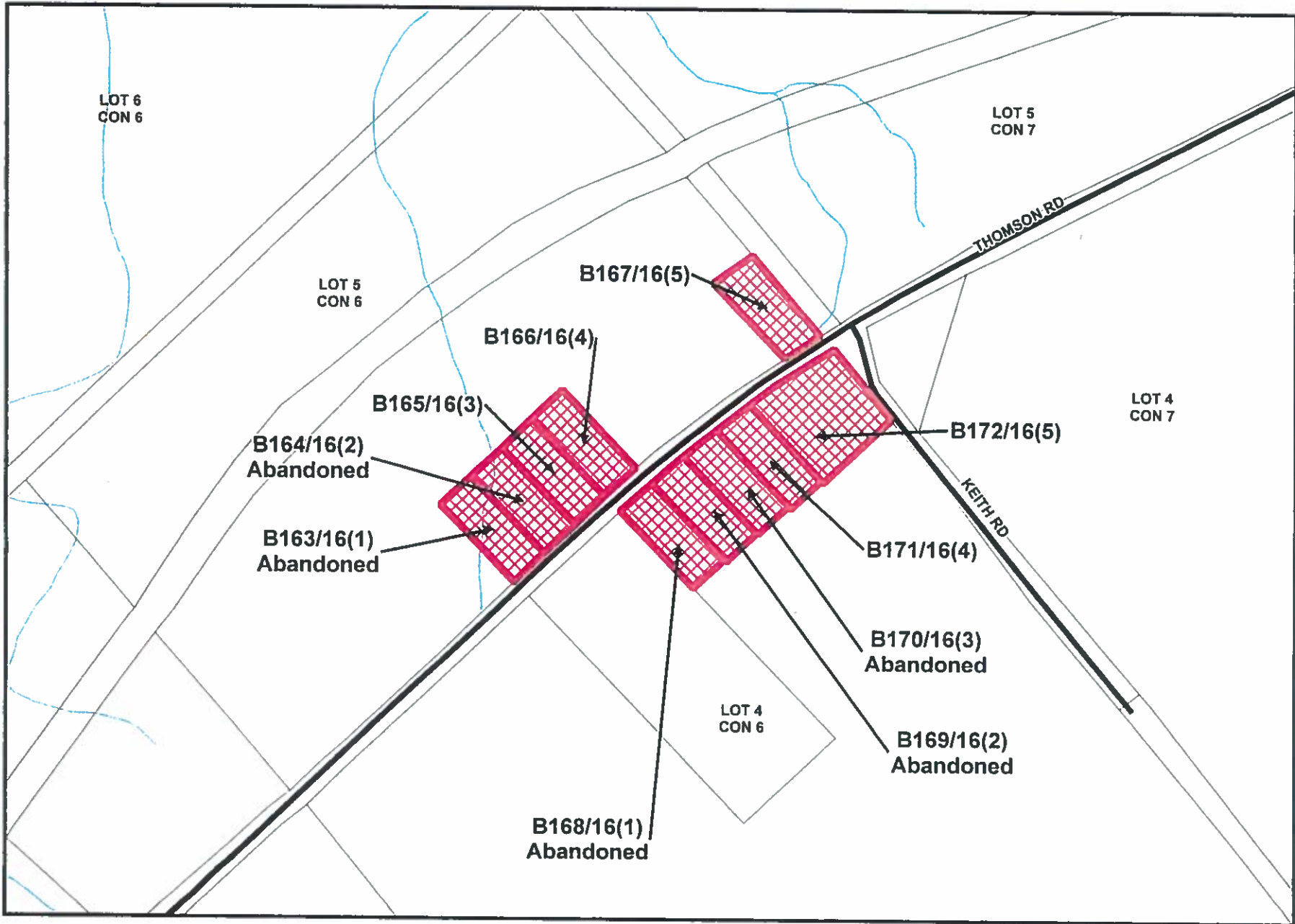
Charles Cheesman, MCIP, RPP
Manager of Planning Services
Development & Property Department
ccheesman@countyofrenfrew.on.ca

encl.

c. Jp2g Consultants Inc.

X:\Planning\Data\MUNICIPAL\HORTON\Severances\2019\B163_16(1) to B172_16(5) Letter to Township.doc

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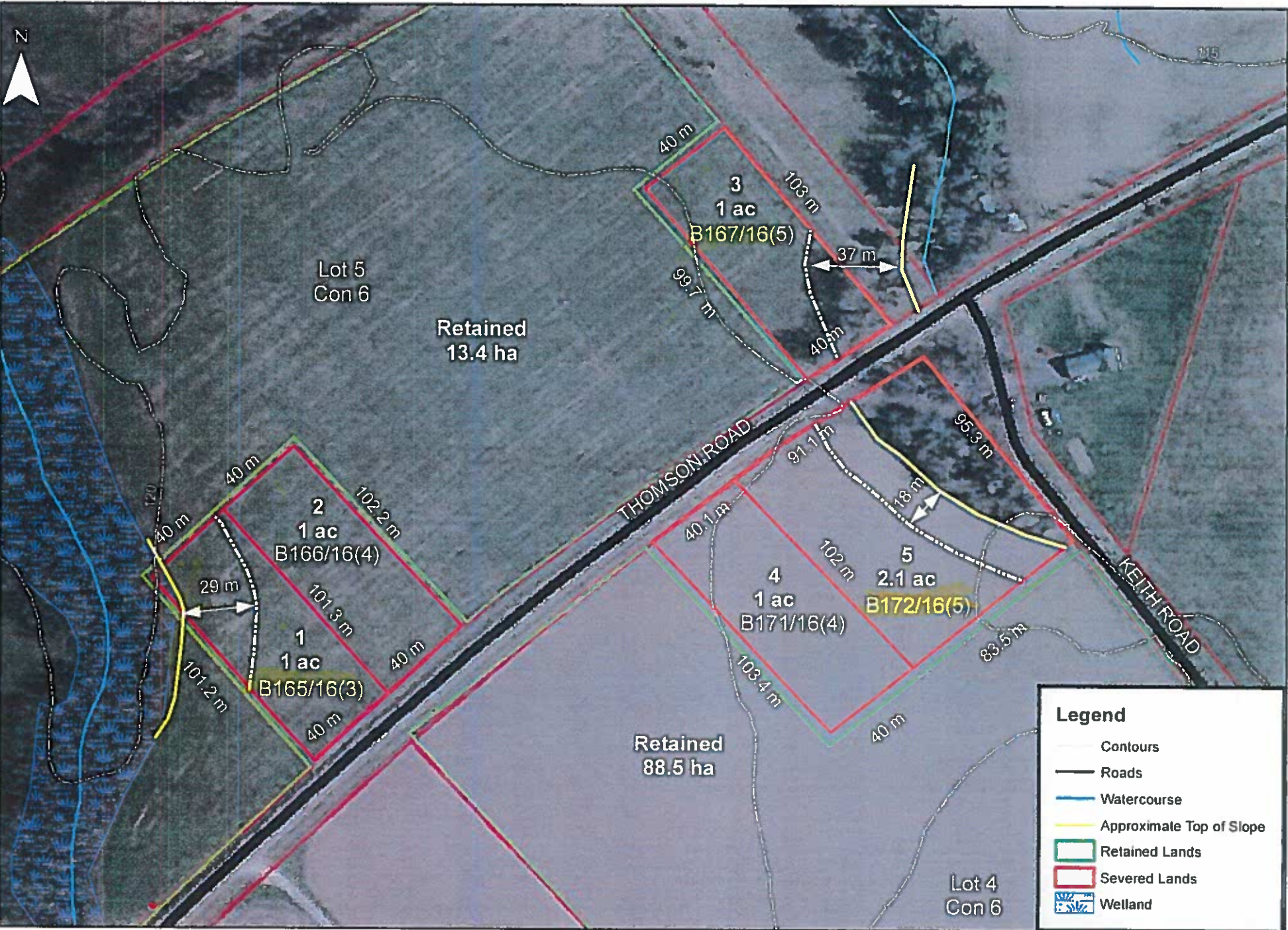


1 centimeter = 50 meters

KEY MAP

Township of HORTON

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000

0 25 50 100 Meters

NOV 29 2018

November 2018

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Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS

12 International Drive, Pembroke, ON, K8A 6W5
T 613-735-2507, F 613-735-4513, www.jp2g.com

Jp2g Ref No. 17-7052H

November 29, 2018

NOV 29 2018

County of Renfrew,
Development and Property Department,
9 International Drive,
Pembroke, ON, K8A 6W5
Tel: (613) 735-3204
AZadow@countyofrenfrew.on.ca

Attention: Alana Zadow, Secretary-Treasurer

Re: Consent Application File Nos. B165/16(3) to B167/16(5), (1230381 Ontario Inc. - Schouten) Part Lot 5, Concession 6, Township of Horton, County of Renfrew Our Project No. 17-7052H

Please accept this letter and the enclosed documents as supporting information for the Schouten Applications for Consent located within Part of Lot 5, Concession 6, in the Township of Horton. This submission is intended to address the requirements of the Township of Horton as contained in the Resolution of Council of the Township of Horton dated September 19, 2017.

Consent Application File Numbers B163/16(1) and B164/16(2) will be abandoned as per the Council Resolution dated September 19, 2017, through a separate letter.

Enclosed is a copy of the following information in support of the approval of Consent Application File No:

B165/16(3) to B167/16(5),

- One (1) original and two (2) copies of a signed Authorization for Jp2g Consultants Inc. to act as Agent for these Consent Applications;
- Four (4) Copies of a Slope Stability Assessment, prepared by Morey Associates Ltd., dated November 8, 2018;
- Four (4) copies of a "Slope Setback" sketch showing the approximate location of a setback from the top of slope affecting Consent Application File No. B165/16(3) and B167/16(5).

The following information is also provided in support of these applications for consent:

1. **Slope Stability Assessment (geotechnical study)** was conducted for all the proposed lots along Thomson Road (lots 1-3 within Part Lot 5 and lots 4 & 5 within Part Lot 4). Slopes subject to the assessment for these three applications with Part Lot 5 are located on the west side of proposed Lot 1 (Consent Application File No. B165/16(3)), east side of proposed Lot 3 (Consent Application File No. B167/16(5)). The slope stability assessment recommends a construction setback distance of 29 meters back from the slope crest for Lot 1, and a construction setback distance of 37 meters back from the slope crest for Lot 3. The assessment also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severances.

The approximate location of these setbacks in relation to the proposed lots are shown on the attached Slope Setback Sketch for proposed Lot 1 and Lot 3. The slope construction setback will be defined in the field and shown on a site plan for the proposed land severance of Lot 1 and Lot 3 in accordance with the recommendations of the slope stability assessment. The site plan will be used to support an application for a site-specific zoning by-law amendment to require a 29-meter and a 37-meter construction setback distance from the top of slopes for Lot 1 and Lot 3 respectively. The site plan should also be included as a schedule to a development agreement between the Owner and the



Township. The development agreement should also include a provision requiring that no fill materials be placed within the area of the construction setback. The site plan, rezoning and development agreement requirement should be implemented as conditions of approval for Consent Application File No. B167/16(5) and B165/16(3).

Other comments and requirements listed in the Consent Planning Reports and the Resolution of Council of the Township of Horton dated September 19, 2017, can be implemented as conditions of consent approval. These include:

1. A Registered Plan of Survey;
2. A Consent Agreement with the Township of Horton in accordance with Sections 51(26) and 53(12) of the Planning Act;
3. A lot development fee of \$3,777.00, to the Township of Horton per lot created;
4. A lot grading and drainage plan for each lot prepared and approved by a qualified engineer retained by the Owner.

The only other outstanding matter to be addressed is the completion of the Minimum Distance Separation Forms (MDS I Data Sheets). The status of our MDS I Data Sheet review for the various properties located in the vicinity of the Thomson Road land severances is described in a separate submission from our office to the County of Renfrew dated November 14, 2018. Four property owners at 95 Keith Road, 1955 Lochwinnoch Road Con 6 W Part Lot 3 and 467 Humphries Road did not respond to our request for MDS I Data Sheet information. However, as the livestock facilities and manure storage on these properties are located approximately 380 m (from 95 Keith Road) and are located greater than 1km (from other 3 properties) from the proposed severances, it is not anticipated that the required setbacks will exceed 380m for 95 Keith Road or 1 km for the other properties. Based on a review of air photography and using a conservative estimate of livestock type and housing capacity based on barn size, our calculations indicate the livestock facilities and manure storage facilities at the farm properties in the vicinity of the proposed severances are less than the actual distances to the proposed severances. It is understood that County Staff will be consulting with Township Staff to verify our conclusions regarding the Minimum Distance Separation requirements for these proposed lots.

Subject to the County and Township's favourable review of the MDS I requirements and the information contained in this submission, it is understood that the County of Renfrew will be in a position to issue a decision regarding these consent applications.

Should you have any questions or require clarification with respect to any aspect of these files, please do not hesitate to contact our office.

Yours truly,
Jp2g Consultants Inc.
 Engineers • Planners • Project Managers

Brian Whitehead, MA, MCIP, RPP
 Principal, Director of Planning

cc 1230381 Ontario Inc. (Adrian Schouten)
 Hope Dillabough, CAO/Clerk, Township of Horton

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Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS

12 International Drive, Pembroke, ON, K8A 6W5
T 613-735-2507, F 613-735-4513, www.jp2g.com

Jp2g Ref No. 17-7052H

November 29, 2018

County of Renfrew,
Development and Property Department,
9 International Drive,
Pembroke, ON, K8A 6W5
Tel: (613) 735-3204
AZadow@countyofrenfrew.on.ca

NOV 29 2018

Attention: Alana Zadow, Secretary-Treasurer

**Re: Consent Application File No. B171/16(4) and B172/16(5) (1230381 Ontario Inc. - Schouten)
Part Lot 4 Concession 6, Township of Horton, County of Renfrew Our Project No. 17-7052H**

Please accept this letter and the enclosed documents as supporting information for the Schouten Applications for Consent located within Part of Lot 4, Concession 6, in the Township of Horton. This submission is intended to address the requirements of the Township of Horton as contained in the Resolution of Council of the Township of Horton dated September 19, 2017.

Consent Application File Numbers B168/16(1), B169/16(2) and B170/16(3) will be abandoned as per the Council Resolution dated September 19, 2017, through a separate letter.

Enclosed is a copy of the following information in support of the approval of Consent Application File No:

B171/16(4) and B172/16(5):

- One (1) original and one (1) copy of a signed Authorization for Jp2g Consultants Inc. to act as Agent for these Consent Applications;
- Three (3) copies of a Slope Stability Assessment, prepared by Morey Associates Ltd., dated November 8, 2018;
- Three (3) copies of a "Slope Setback" sketch showing the approximate location of a setback from the top of slope affecting Consent Application File No. B172/16(5).

The following information is also provided in support of these applications for consent:

1. **Slope Stability Assessment (geotechnical study)** was conducted for all five of the proposed lots along Thomson Road (lots 1-3 within Part Lot 5 and lots 4 & 5 within Part Lot 4). Slopes subject to the assessment are located on the east side of proposed Lot 5 (Consent Application File No. B172/16(5)). The slope stability assessment recommends a construction setback of 18 meters back of the slope crest for Lot 5. The assessment also recommends that no fill materials should be placed within the area of the construction setback and that the slope construction setback be indicated on a site plan for the proposed land severance.

The approximate location of this setback in relation to the proposed lot 5 is shown on the attached Slope Setback Sketch. The slope construction setback will be defined in the field and shown on a site plan for the proposed land severance of Lot 5 in accordance with the recommendations of the slope stability assessment. The site plan will be used to support an application for a site-specific zoning by-law amendment to require an 18-meter construction setback from the top of slopes Lot 5. The site plan should also be included as a schedule to a development agreement between the Owner and the Township. The development agreement should also include a provision requiring that no fill materials be placed within the area of the construction setback. The site plan, rezoning and development agreement

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requirement should be implemented as conditions of approval for Consent Application File No. B172/16(5).

Other comments and requirements listed in the Consent Planning Reports and the Resolution of Council of the Township of Horton dated September 19, 2017, can be implemented as conditions of consent approval. These include:

1. A Registered Plan of Survey;
2. A Consent Agreement with the Township of Horton in accordance with Sections 51(26) and 53(12) of the Planning Act;
3. A lot development fee of \$3,777.00, to the Township of Horton per lot created;
4. A lot grading and drainage plan for each lot prepared and approved by a qualified engineer retained by the Owner.

The only other outstanding matter to be addressed is the completion of the Minimum Distance Separation Forms (MDS I Data Sheets). The status of our MDS I Data Sheet review for the various properties located in the vicinity of the Thomson Road land severances is described in a separate submission from our office to the County of Renfrew dated November 14, 2018. Four property owners at 95 Keith Road, 1955 Lochwinnoch Road Con 6 Part Lot 3 and 467 Humphries Road did not respond to our request for MDS I Data Sheet information. However, as the livestock facilities and manure storage on these properties are located approximately 380 m (from 95 Keith Road) and are located greater than 1km (from other 3 properties) from the proposed severances, it is not anticipated that the required setbacks will exceed 380m for Keith Road or 1 Km for the other properties. Based on a review of air photography and using a conservative estimate of livestock type and housing capacity based on barn size, our calculations indicate the livestock facilities and manure storage facilities at the farm properties in the vicinity of the proposed severances are less than the actual distances to the proposed severances. It is understood that County Staff will be consulting with Township Staff to verify our conclusions regarding the Minimum Distance Separation requirements for these proposed lots.

Subject to the County and Township's favourable review of the MDS I requirements and the information contained in this submission, it is understood that the County of Renfrew will be in a position to issue a decision regarding these consent applications.

Should you have any questions or require clarification with respect to any aspect of these files, please do not hesitate to contact our office.

Yours truly,
Jp2g Consultants Inc.
Engineers • Planners • Project Managers

A handwritten signature in black ink that reads 'Brian Whitehead'. The signature is written in a cursive style with a large, looped 'B' at the beginning.

Brian Whitehead, MA, MCIP, RPP
Principal, Director of Planning

cc 1230381 Ontario Inc. (Adrian Schouten)
Hope Dillabough, CAO/Clerk, Township of Horton

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2672 Highway 43, PO Box 184
Kemptville, Ontario, K0G 1J0
T:613-215-0605 • F:613-258-0605

November 8, 2018

File: 018557
NOV 29 2018

Jp2g Consultants Inc.
12 International Drive
Pembroke, Ontario
K8A 6W5

Attention: Mr. Khulsan Ahmad Khan

RE: SLOPE STABILITY ASSESSMENT
PROPOSED FIVE LOT SEVERANCES
THOMSON ROAD, TOWNSHIP OF HORTON
COUNTY OF RENFREW, ONTARIO

Dear Sirs:

This letter provides the results of a slope stability assessment carried out for the slopes at the above noted proposed lot severances. The purpose of the assessment was to observe the condition of the slopes at the site and based on the observations made and subsequent analysis to provide guidelines for adequate slope crest setback distances for the construction of single family dwellings at the proposed severed lots.

PROJECT DESCRIPTION AND BACKGROUND

For discussion purposes the subject proposed lot severances are considered to exist on the north and south sides of Thompson Road. Three of the proposed five lot severances, lots 1, 2 and 3 are located on the north side of Thompson Road and the remaining two proposed lot severances, lots 4 and 5 are located on the south side of Thompson Road. The proposed lot severances are shown on the site plan provided by Jp2g Consultants Inc. in the attached Appendix A.

The slopes subject for this assessment are located at the west side of proposed lot 1 at the east side of proposed lot 3 and at the east side of proposed lot 5. For discussion purposes the subject slopes are referenced as Lot 1, Lot 3 and Lot 5 slopes, respectively.

The field work for this assessment was carried out by a member of our engineering staff on November 7, 2018 at which time the heights and inclinations of the higher more visually unstable subject slopes were measured using a hand clinometer and level, and shallow test pits were put down within the slopes using hand excavating equipment to check the soil conditions comprising



the slopes. The state of erosion of the slopes and any evidence of slope instability was visually assessed.

OBSERVATIONS AND RESULTS

The results of the slope measurements indicate the Lot 1 slopes are typically some 5 to 8.5 metres high and inclined at some 25 to 45 degrees to the horizontal. Evidence of active slope erosion at the toe of the slopes was observed.

The results of the slope measurements indicate the Lot 3 slopes are typically some 9 metres high and inclined at some 35 to 70 degrees to the horizontal. Evidence of active slope erosion at the toe of the slopes was observed. Some evidence of slope instability was observed in the form of trees leaning down slope and also previous slope failure scars.

The results of the slope measurements indicate the Lot 5 slopes are typically some 5 metres high and inclined at some 20 to 50 degrees to the horizontal. Evidence of active slope erosion at the toe of the slopes was observed. Some evidence of slope instability was observed in the form of previous slope failure scars.

The results of the above mentioned test pits put down within the subject slopes indicate that the slopes consist of silty clay.

ANALYSIS AND SLOPE SETBACK REQUIREMENTS

Using the slope measurement data obtained, the factor of safety of the existing higher/steeper slopes at the proposed lot severances were evaluated based on the results of computer analyses and laboratory testing previously carried out by the MNR for sensitive silty clay slopes in the Ottawa River Valley area. The results of the above mentioned MNR analysis were provided in a factor of safety versus slope height and inclination chart. The slopes were assumed to be fully saturated for the purpose of this evaluation.

Based on the above information, the minimum factor of safety for the higher/steeper Lot 1 slopes is indicated to be about 1.1. The minimum factor of safety for the higher/steeper Lot 3 slopes is indicated to be about 1.0. The minimum factor of safety for the higher/steeper Lot 5 slopes is indicated to be about 1.1.

The Ministry of Natural Resources (MNR) requires that slope set back distances for development considerations be determined as the sum of a safe slope setback distance, toe erosion allowance setback distance plus a slope erosion access allowance. The distance back of the slope crest at which a slope with a minimum factor of safety value of 1.5 could fail is generally considered to indicate an acceptable/safe level of stability where failure of a slope could endanger a dwelling or other structure. The MNR indicates that a toe erosion allowance should be provided for slopes where erosion of the slope due to the presence of a water body/watercourse exists in close proximity of the toe of the slope. The erosion access allowance required by the MNR is 6 meters.

The MNR safe slope setback distance is the distance measured from the slope toe to back of the slope crest at which a factor of safety against failure of 1.5 is calculated. As it is typically more



Jp2g Consultants Inc.
Slope Stability Assessment
Proposed Lot Severances
Thompson Road, Twp. Horton, Ontario

-3-

File: 018557
November 8, 2018

straightforward to determine in the field a distance measured back of the crest of a slope, the safe setback distances with respect to the existing crest of the subject slopes are given below. For the Lot 1 slopes the safe slope setback distance has been calculated as 15 metres back of the slope crest. For the Lot 3 slopes the safe slope setback distance has been calculated as 23 metres back of the slope crest. For the Lot 5 slopes the safe slope setback distance has been calculated as 5 metres back of the slope crest.

Active erosion at the slope toe for all of the Lots 1, 3 and 5 slopes was observed. The MNR indicates that slopes consisting of silty clay material with evidence of active erosion should be provided with a minimum toe erosion allowance of 8 metres.

Based on the above, the setback distances for construction for the Lot 1, Lot 3 and Lot 5 slopes are indicated to be 29 metres, 37 metres and 18 metres, respectively, measured back from the crest of the slopes.

To ensure that the factor of safety of the subject slopes is not reduced, no fill materials should be placed within the construction setback distances given above.

It is considered that the above construction slope setback distance should be indicated on a site plan for the proposed lot severances. For field location of the crest of the slopes, from which the slope setbacks should be measured, the crest of the slopes can be taken as the point where the ground surface of the tableland beings to slope downward at an inclination of 5 horizontal to 1 vertical. As an alternate, the crest of the subject slopes could be staked in the field by Morey Associates Ltd. then the location of those stakes surveyed and presented on a site plan for the subject proposed lot severances. It is considered that the determination of the slope crests in the field, surveying the location of the slope crests and preparation of the proposed lot severance plans showing the construction setback distance should be carried out by an Ontario Land Surveyor and/or a Professional Engineer.

We trust the above information is sufficient for your present purposes. If you have any questions concerning this letter please do not hesitate to contact our office.

Yours truly,

Morey Associates Ltd.

C. R. Morey, M. Sc. (Eng.), P. Eng.



Attachments: Appendix A

File: 018557



Jp2g Consultants Inc.
Slope Stability Assessment
Proposed Lot Severances
Thompson Road, Twp. Horton, Ontario

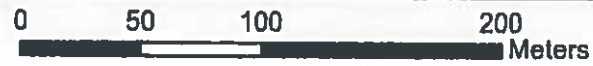
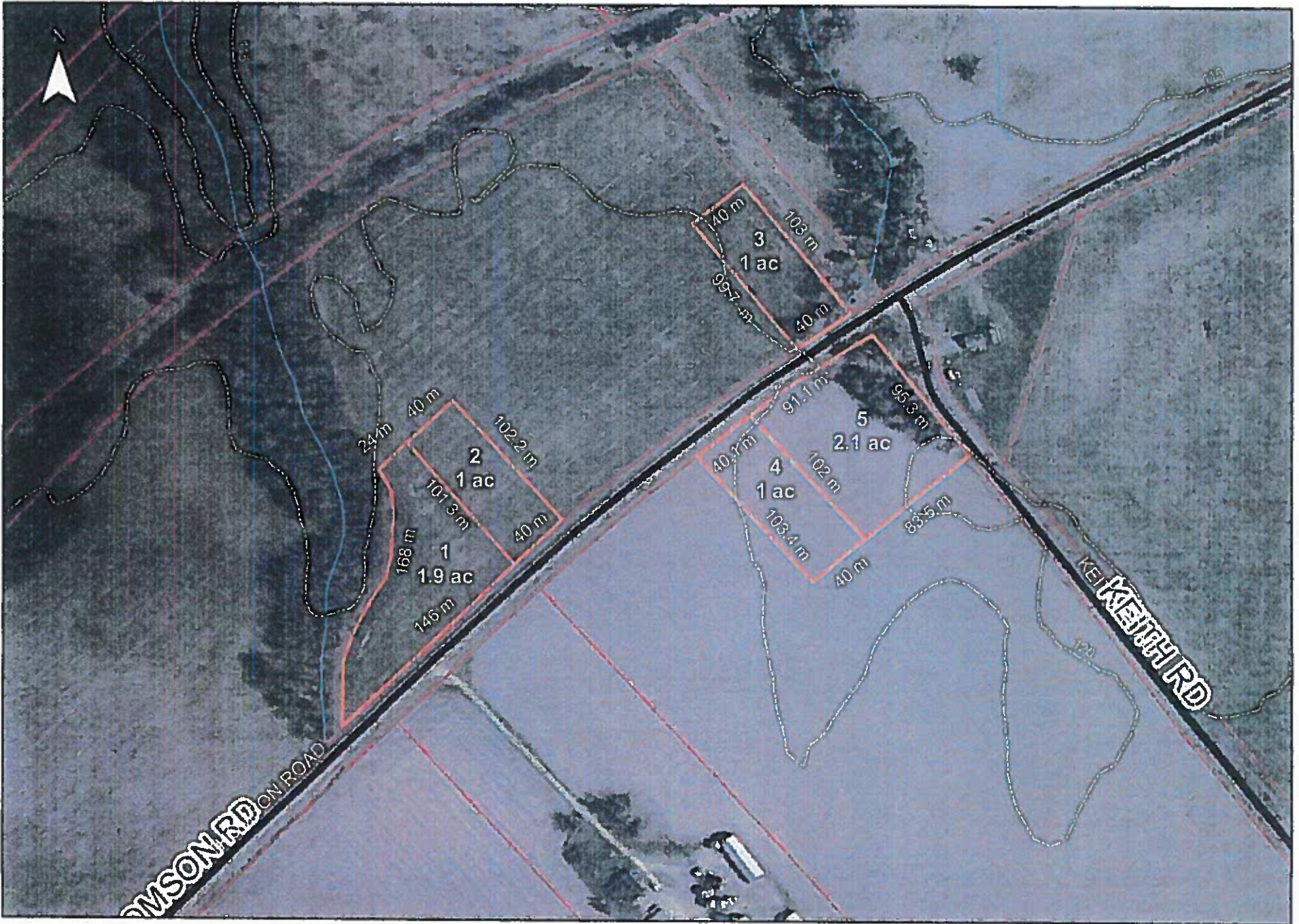
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File: 018557
November 8, 2018

APPENDIX A

SITE PLAN

PROVIDED BY JP2G CONSULTANTS INC.



1:3,000

RETURN TO AGENDA



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title: Consent Application B86/18 Fred Hansma & Debbie Shepherd Lot Addition	Date:	January 22, 2019
	Council/Committee:	Council/Planning Committee
	Author:	Hope Dillabough, CAO/Clerk
	Department:	Planning

RECOMMENDATIONS:

That Planning Committee and Council approve Consent Application B86/18– Fred Hansma and Debbie Shepherd, upon the following conditions being met:

- A Registered Plan of Survey;
- Favourable comments from Bell Canada;
- Favourable comments from Hydro One Networks;
- A road widening to be conveyed to the abutting road allowance of the County of Renfrew along Burnstown Road;
- Undertaking from Applicant’s solicitor to consolidate parcels.

BACKGROUND:

See attached Consent File B86/18 – Fred Hansma and Debbie Shepherd. This is a lot addition to a previously approved (by Council) severed lot which has not been finalized yet.

ALTERNATIVES: N/A

FINANCIAL IMPLICATIONS: N/A

CONSULTATIONS: County of Renfrew

Author: 
signature

Other: _____
signature

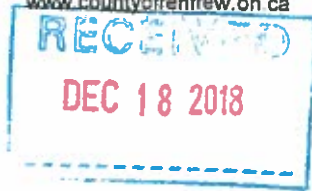
Treasurer: 
signature

C.A.O. 
signature

DEVELOPMENT & PROPERTY
DEPARTMENT



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
(613) 735-3204
FAX: (613) 735-2081
www.countyofrenfrew.on.ca



REQUEST FOR COMMENTS

December 13, 2018

Hope Dillabough, CAO/Clerk
Township Of Horton
2253 Johnston Road RR #5
Renfrew, ON K7V 3Z8

Dear Ms. Dillabough:

Owner: Fred Hansma & Debbie Shepherd

Location of Land: Part of Lots 4 & 5, Concession 2
Geographic Township of Horton
B86/18 (NIL x 64.74m – 0.411 ha.) Lot addition

The above referenced Application For Consent has been received for consideration by the County of Renfrew. A copy of the application is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Yours truly,

Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee
azadow@countyofrenfrew.on.ca

/az

Enclosures



**NOTICE OF AN APPLICATION FOR CONSENT
(Land Severance)
Section 53(5)(a) of the Planning Act and O. Reg. 197/96**

TAKE NOTICE that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number:	B86/18
Location of Subject Lands:	Part Lot 5, Concession 2
Municipality:	Township of Horton
Name of Applicant:	Fred Hansma & Debbie Shepherd

PURPOSE AND EFFECT:

The purpose and effect of the application is to add a 1.015 acre parcel to an adjacent 1.03 acre residential lot currently being created under previous Consent Application B143/16(4). A key map showing the approximate location of the proposed consent is on the reverse of this notice.

OTHER RELATED INFORMATION:

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

TO MAKE SUBMISSIONS:

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

NOTE: *One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*

If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal (LPAT) may dismiss the appeal.

NOTICE OF DECISION:

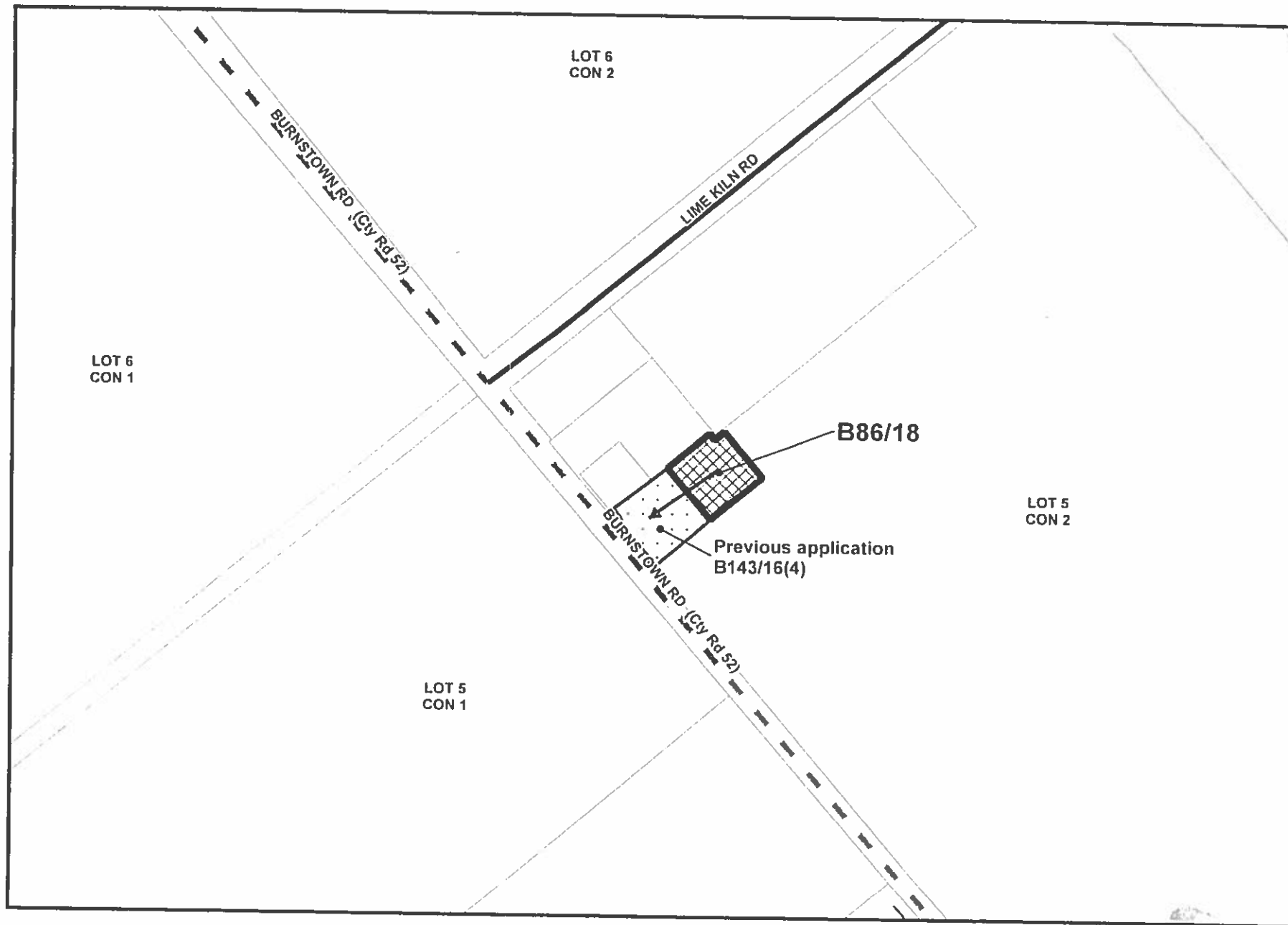
If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

Please refer to the application number in all correspondence and communications.

ADDITIONAL INFORMATION:

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

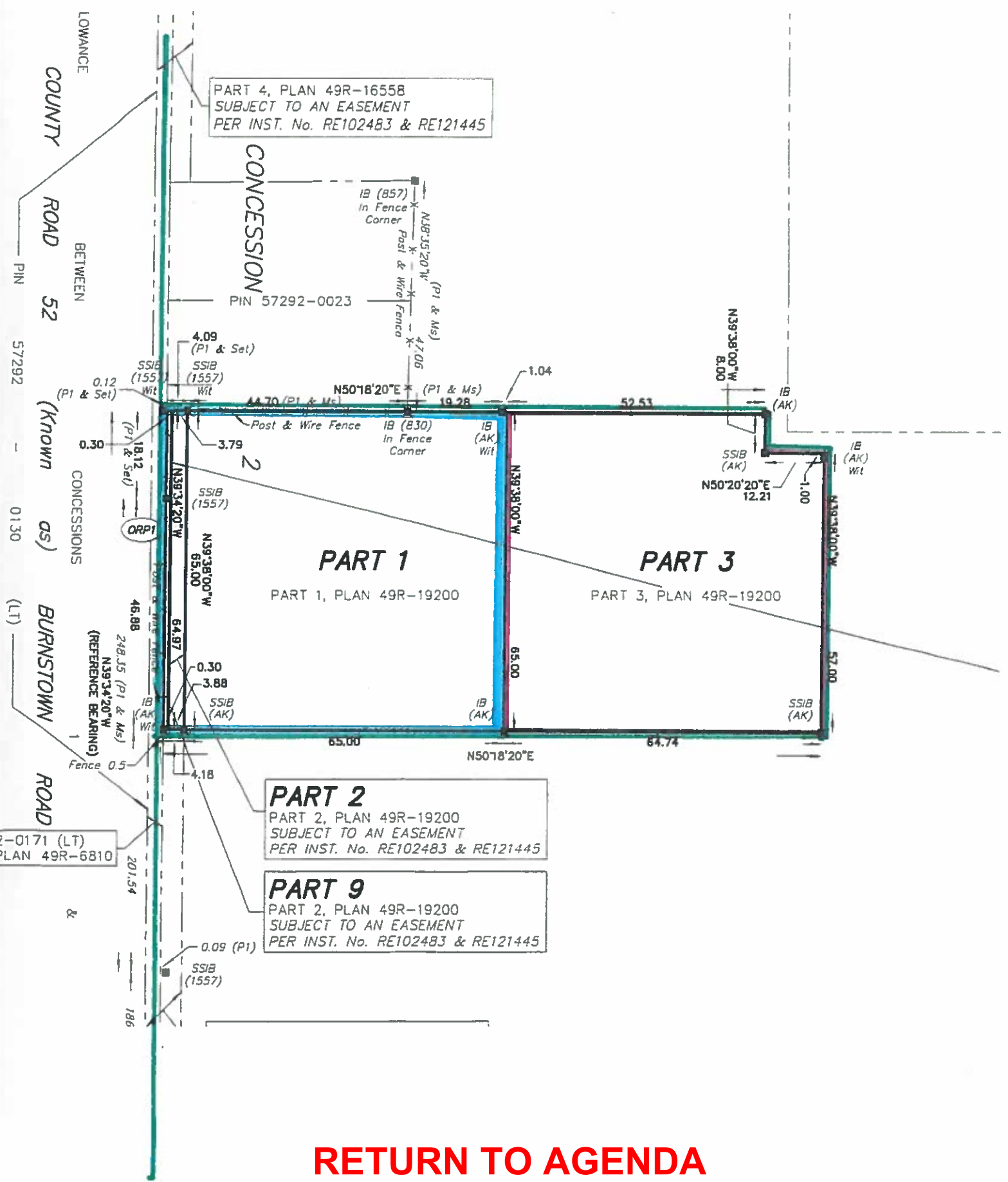
Dated at the County of Renfrew this 29th day of August, 2018.



1 centimeter = 50 meters

KEY MAP
Township of HORTON

RETURN TO AGENDA



RETURN TO AGENDA



**Development & Property
Department
CONSENT PLANNING REPORT
TO THE COUNCIL OF THE
TOWNSHIP OF HORTON**

PART A - BACKGROUND

1. FILE NO.: **B86/18**
2. APPLICANT: Fred Hansma & Debbie Shepherd
3. MUNICIPALITY: Township of Horton
4. LOT: Part Lots 4 & 5 CON.: 2 STREET: Burnstown Road
5. PURPOSE: Lot Addition to abutting parcel to be created by B140/16(1)

	<u>Severed</u>	<u>Retained</u>	<u>Lot Being Added To</u>
6. <u>OFFICIAL PLAN OF THE COUNTY OF RENFREW</u> Official Plan Designation(s):	Rural	Rural	Rural
7. <u>ZONING BY-LAW OF THE TOWNSHIP OF HORTON</u> (#2010-14) Zone (s):	Rural (RU)	Rural (RU) Environmental Protection (EP) PSW-E1	Rural (RU)

8. SITE PERFORMANCE STANDARDS:

	<u>Proposed Lot Area</u>	<u>Zoning By-law Requirement</u>	<u>Proposed Lot Frontage</u>	<u>Zoning By-law Requirement</u>
Severed	0.411 ha	4050 m²	0 m	40 m
Total, if Lot Addition	0.831 ha	4050 m²	65 m	40 m
Retained	63.07 ha	10 ha	1175 m	40 m

* Note: The lot to be enlarged is being created by Consent File B143/16(4) but has not been finalized.

9. SEVERANCE HISTORY 5 previous severances-B265/1971, B140/16(1), B141/16(2), B142/16(3) & B143/16(4); B29/14 - agriculture lot; B121/09 - Bell easement; B7/18 - Lot addition

10. BUILT-UP AREA Yes No

PART B – COMMENTS

1. CONFORMITY WITH OFFICIAL PLAN

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when, (Sec. Nos.)

Under Section 13.3(2), favourable comments are received from the County of Renfrew Public Works and Engineering Department.

Under Section 13.3(3), favourable comments are received from the Township of Horton Public Works Department.

(c) The proposal does not meet the intent of the Official Plan because,

2. CONFORMITY WITH ZONING BY-LAW

(a) The proposal appears to meet the requirements of the Zoning By-law.

(b) The severed/retained portion/overall proposal would contravene the By-law because,

3. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

No Concerns Concerns

Explanation of Concerns:

No issues

4. GENERAL PLANNING COMMENTS

As identified in Part B – Section 3 of this report, there are no Provincial land use planning issues.

This application for a lot addition proposes to enlarge a property that is being created under Consent File B143/16(3). This application would increase the current parcel size from 0.42 hectares to 0.831 hectares. There is no change in road frontage.

Section 50(12) of the Planning Act provides that where a parcel of land is severed under Section 53, no further planning approval is required for subsequent conveyance of the identical parcel of land. The provision embodies the concept of "once a consent, always a consent." The problem is that a lot addition to a previously severed lot could be left on its own as a stand-alone or orphaned parcel. In effect, the lot addition parcel would not merge on title to the severed lot it has been added to. Based on a legal opinion, the common remedy for this situation is to convey land to the local road authority for road widening purposes so that the parcel of land is no longer the identical parcel created by consent.

The property that is proposed to be enlarged was created by consent (File: B143/16(4)). The proposed severed lands under this current application will not consolidate with the existing severed lot unless it is modified through a road widening to the County of Renfrew along Burnstown Road. This will be required as a condition of approval.

The enlarged and retained lots have frontage on Burnstown Road which is a County Road. Favourable comments are required from the County of Renfrew Public Works and Engineering Department. The retained lands also have frontage on Lime Kiln Road which is a municipal road. Favourable comments are required from the Township's Public Works Department.

Our information indicates that there is a Bell easement along the front of the retained lands, on Burnstown Road. The application will be forwarded to Bell Canada for review. Favourable comments are required.

Our information indicates that there is a Hydro easement along the front of the lot to be enlarged, on Burnstown Road. The application will be forwarded to Hydro One Networks Inc. for review. Favourable comments are required.

5. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent may be appropriate if supported by Council and the agencies.
- (b) There are some planning concerns which Council should deal with as follows, before deciding whether to support the consent.

(c) The proposal may be acceptable when the following matters are addressed and resolved:

- Favourable comments from the County of Renfrew Public Works and Engineering Department.
- Favourable comments from the Township of Horton Public Works Department.
- Favourable comments from Bell Canada.
- Favourable Comments from Hydro One Networks Inc.
- As a condition of consent approval, a road widening will be required to be conveyed to the abutting road allowance of the County of Renfrew (Burnstown Road).

(d) Conditions to the giving of consent should be considered for the following:

- Registered Plan of Survey
- Zoning By-law Amendment:
- Minor Variance:
- Private Road Agreement:
- Development Agreement:
- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:
 1. A road widening will be required to be conveyed to the abutting road allowance of the County of Renfrew along Burnstown Road.
 2. Standard lot addition conditions (e.g. deed & PIN abstract for lot being enlarged, solicitor's undertaking to consolidate parcels)

(e) There are serious planning concerns, refusal is recommended.

(f) Other Recommendations:

Date: December 13, 2018
 Planner: Charles Cheesman, MCIP, RPP
 Manager of Planning Services

Township Of HortonDECEMBER 2018 BUILDING REPORT

Month	No. of Permits	2019 Value of Permits	2018 Value of Permits	2017 Value of Permits	Renos/Add Comm/Res	Garages/Storage Bldg Comm/Res	New Res	New Comm	Total SQ. FT	Stop Work Orders Issued
January			\$57,500	\$0						0
February			\$0	\$0						0
March			\$1,108,000	\$394,500						0
April			\$288,000	\$945,000						0
May			\$824,000	\$125,000						0
June			\$1,977,000	\$657,000						0
July			\$595,000	\$447,000						0
August			\$690,800	\$385,000						0
September			\$1,141,000	\$1,782,000						0
October			\$330,300	\$453,250						0
November			\$1,000	\$387,000						0
December			\$45,000	\$0						0
TOTALS	0	0	\$7,057,600	\$5,575,750	0	0	0	0	0	0

RETURN TO AGENDA

THE CORPORATION OF THE
TOWNSHIP OF HORTON

BY-LAW NUMBER 2019-09

A By-law to amend By-law Number 2010-14 of the Corporation of the Township of Horton, as amended.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O., 1990, c.P. 13, THE TOWNSHIP OF HORTON HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2010-14, as amended, be and the same is hereby further amended as follows:
 - (a) Schedule "A" is amended by rezoning those lands described as Part of Lot 20, Concession 7, in the Township of Horton, described more particularly as Parts 1-27, inclusive, on Reference Plan 49R-19285, from Rural (RU) to Limited Service Residential (LSR) as shown on the Schedule "A" attached hereto.
2. THAT save as aforesaid all other provisions of By-law 2010-14, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 22nd day of January, 2019.

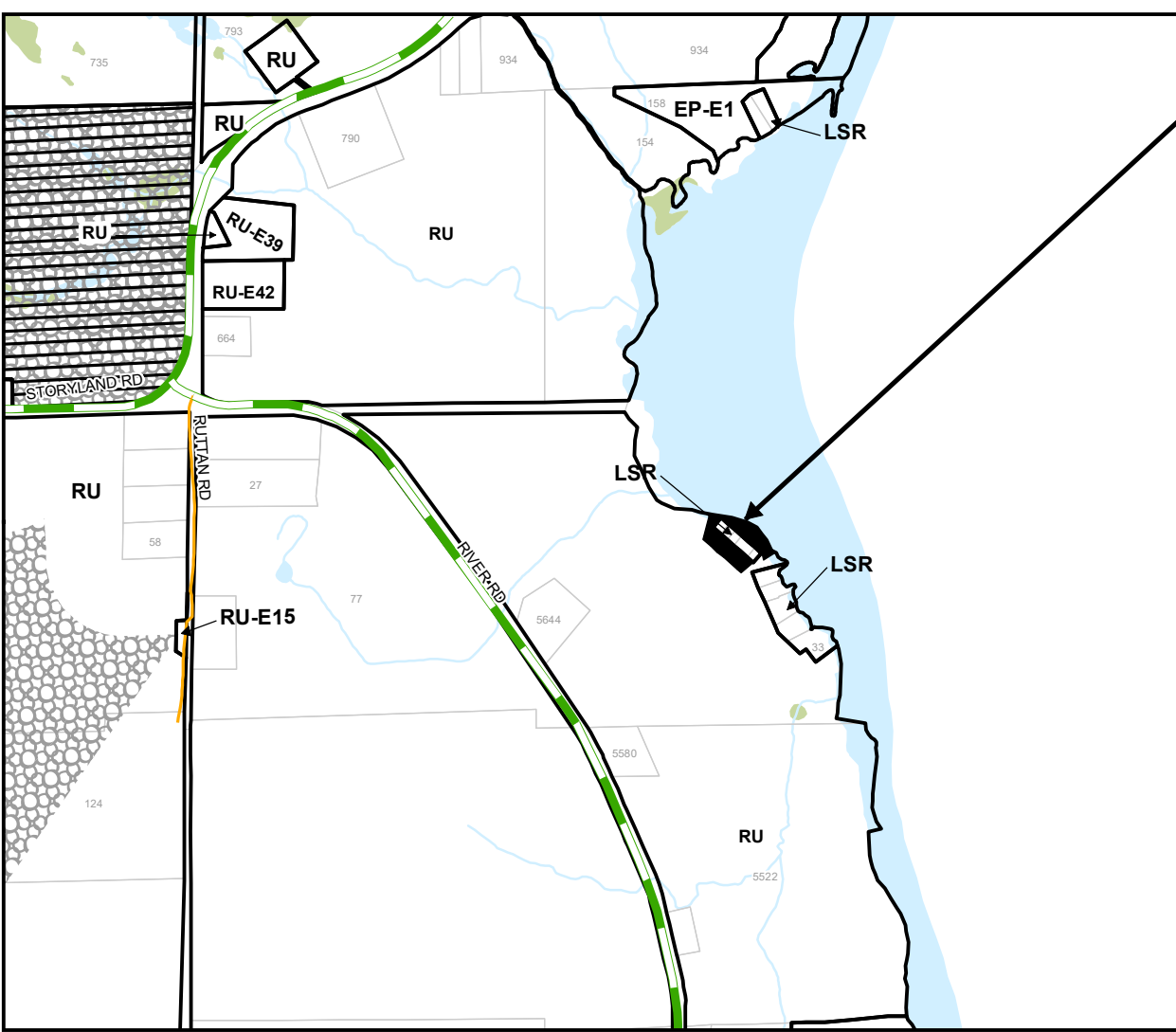
This By-law read a THIRD time and finally passed this 22nd day of January, 2019.

MAYOR David M. Bennett

CAO/Clerk Hope Dillabough

RETURN TO AGENDA

From RU to LSR



1:14,000

Corporation of The Township of Horton

This is Schedule "A" to By-law Number _____.
 Passed the _____ day of _____ 20_____.
 Signatures of Signing Officers

 Mayor

 CAO\Clerk

LEGEND

- LSR Limited Service Residential
- RU Rural
- Extractive Industrial (EM)
- Extractive Industrial Reserve (EMR)
- E -Exception Zone
- Environmental Protection
- Area affected by amendment: From RU to LSR

RETURN TO AGENDA



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Notice of Motion Filed by Councillor Cleroux	Date:	January 18, 2019
	Council/Committee:	Council
	Author:	Hope Dillabough On behalf of Councillor Cleroux
	Department:	Council

RECOMMENDATIONS:

THAT Council agree to add an item to the 2019 Budget for the purpose of having Recorded Council Meetings;

AND THAT Council direct the CAO/Clerk to do research to find a financial value to add to the Budget for the Ad Hoc Budget Committee to discuss.

AND FURTHER THAT this be funded from Council Miscellaneous Expenses, and if there is a budget overrun at year-end, the remainder shall come from the Office Equipment Reserve.

BACKGROUND:

A Notice of Motion was filed by Councillor Lane Cleroux at the January 8th, 2019 Council Meeting for the purpose of Council voting on a recommendation to have Regular Council Meetings Recorded and be uploaded onto the Township of Horton's website.

ALTERNATIVES:

FINANCIAL IMPLICATIONS: 2019 Budget Implication

CONSULTATIONS: Councillor Cleroux and Treasurer Jennifer Barr

Author: Hope Dillabough
signature

Other: _____
signature

Treasurer: Jennifer Barr
signature

C.A.O.: Hope Dillabough
signature

CORPORATION OF THE TOWNSHIP OF HORTON**BY-LAW NO. 2019-10****A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF HORTON
AT THE SPECIAL COUNCIL MEETING HELD JANUARY 22nd, 2019**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Horton at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Township of Horton enacts as follows:

1. That the actions of the Council at the meeting held on the 22nd day of January, 2019 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Horton are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Horton to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 22nd day of January, 2019.

READ a third time and passed this 22nd day of January, 2019.

MAYOR David M. Bennett

CAO/CLERK Hope Dillabough